

UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

450 Golden Gate Avenue
Suite 17-6884; P.O. Box 36057
San Francisco, CA 94102-3487
TEL: (415) 436-7540
FAX: (415) 581-7410

YADOR J. HARRELL
CHIEF U.S. PROBATION OFFICER

NOEL A. BELTON
ASST. DEPUTY CHIEF U.S. PROBATION OFFICER



DEPUTY CHIEF U.S. PROBATION OFFICER

JAMES M. SCHLOETTER
ASST. DEPUTY CHIEF U.S. PROBATION OFFICER

October 15, 2014

SPECIAL OFFENDER SPECIALIST VACANCY ANNOUNCEMENT JOB CODE: 14-9C1015SOSP

POSITION: Special Offender Specialist

STATUS: Regular Full-Time

SALARY RANGE: \$78,245 - \$127,223 (CL 29, Step 1 - CL 29, Step 61)

CLOSING DATE: **October 31, 2014**

LOCATION: San Francisco, Oakland, or San Jose, California

Note: If you have previously submitted your application for our most recent posting dated August 25, 2014, you do not need to resubmit a new application package.

The Northern District of California United States Probation Office is currently accepting applications for the Special Offender Specialist vacancy. The Specialist position is a promotional opportunity for line officers and is classified at a CL-29. (Candidates selected who meet all of the minimum qualification requirements—please see the Minimum Qualifications requirements section below—except for the one year specialized experience as a CL-28 probation/pretrial services officer in the U.S. courts will be placed at the CL-28 level to accrue the necessary experience with promotion potential to the target CL-29 level without further competition.) More than one position may be filled from this vacancy announcement.

REPRESENTATIVE DUTIES:

- Investigates and supervises a specialized caseload of offenders, including high-risk offenders such as sex offenders and offenders with drug or alcohol or mental health problems, white-collar criminals, protected witnesses, organized crime, and other cases of notoriety which pose a unique threat to public safety.
- Serves as a mentor and provides training to staff in the identification and handling of special offenders.
- Provides specialized services to staff to include conducting sophisticated investigations, continually developing new techniques in the area of risk control, and disseminating information as to the various trends of criminality.

- Serves as an in-house authority through suggesting guidelines and procedures and developing and implementing intensive supervision programs; providing recommendations as to types of control to use, the level or intensity of supervision, and the frequency/duration of contacts; supervising the district's witness security program cases; maintaining a network of intelligence resources; and keeping informed of organized groups.
- Develops, evaluates, and acts as a liaison with community resource agencies essential to the correction and treatment of offenders; also acts as a liaison and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement; correctional institutions; and social service agencies.
- Provides consultation to judges, attorneys, and the agency's senior management concerning specialized service programs on high-risk offenders.
- Represents the probation office, the court, and the probation system at inter-agency task forces, meetings, seminars, and conferences involving high-risk offenders.
- Maintains expertise and strategies of supervising special offenders including interviewing skills, surveillance, identification of deceptive practices, and intelligence gathering.
- Performs supervision duties, as required, during the evenings and on weekends.

MINIMUM QUALIFICATIONS: Possess three years of specialized experience, including at least one year as a CL-28 probation/pretrial services officer in the U.S. courts. Specialized experience is progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Preference will be given to applicants who possess a minimum of two years of experience as a CL 28 probation/pretrial services officer in the U.S. courts, applicants who have completed a full rotation of supervision and investigations as a U.S. probation officer, and applicants who have completed four years as a U.S. probation officer in the supervision discipline.

PREFERRED PROFICIENCY: Thorough knowledge of special offender supervision, including behavior usually associated with the "special offender" criminal type and supervision tools needed to monitor compliance with conditions of supervision. Extensive knowledge of resources available. Ability to identify and evaluate needs; develop and write proposals, policies, and procedures; and implement programs. Ability to conduct training and provide consultation.

APPLICATION INSTRUCTIONS: Employment is subject to background investigation and verification of information supplied. Applicants must submit a current resume and letter of interest including an outline of their skills and experience. **Applicants must include the Job Code from the job posting in their letters of interest.** In addition, applicants must complete and submit the Application For Judicial Branch Federal Employment (AO 78). Form AO 78 (the

Application for Employment) is available at: www.canp.uscourts.gov on the Employment Page. In order to be able to save the completed AO 78 Application, you must have either Adobe Acrobat Standard or Adobe Acrobat Professional because having only Adobe Acrobat Reader will not permit you to save it. As an alternative, you may scan the completed application or save it as .jpg (JPEG picture file) or .tif (TIFF picture file) for electronic transmission. Please complete and submit only the current version of the Application (AO 78 (10/09)). Previous versions and other federal employment applications will not be accepted.

Application materials will not be considered complete until all of the items listed above have been received by Human Resources. Illegible or incomplete or partially completed application materials will not be considered. Do not submit the same application materials more than once. **Completed application materials must be received on or before the closing date of October 31, 2014 by close of business (5:00 p.m. PST). It is required that you submit your application materials via e-mail to: CANP_Resumes@canp.uscourts.gov.** Application materials received by mail, fax, or any other means other than by e-mail to CANP_Resumes@canp.uscourts.gov will not be considered.

Applicants must be U.S. citizens or be eligible to work in the United States. Only the most qualified applicants will be interviewed in person and only those who are interviewed in person will receive a response regarding their application status.

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan. Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

THE UNITED STATES PROBATION OFFICE FOR THE NORTHERN DISTRICT OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER