

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



SUSAN C. PORTILLO
DEPUTY CHIEF U.S. PROBATION OFFICER

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

May 15, 2015

**UNITED STATES PROBATION OFFICER
TRANSFER OPPORTUNITY ANNOUNCEMENT
(OPEN ONLY TO CURRENT U.S. PROBATION AND
PRETRIAL SERVICES OFFICERS)
JOB CODE: 15-9C0515TNFR**

POSITION: U.S. Probation Officer
STATUS: Regular Full-Time
SALARY RANGE: \$47,730 - \$108,058 (CL 25/01 - CL 28/61)
CLOSING DATE: June 1, 2015
LOCATION: San Francisco, Oakland, or San Jose, California

The Northern District of California United States Probation Office seeks to serve the U.S. Court System and improve public safety by investigating and supervising individuals convicted of federal crimes, enforcing sentences, and providing correctional treatment to offenders. The Office is now seeking qualified U.S. Probation Officers. Selected candidates may be placed at Classification Level (CL) 25, 27, or 28 depending on qualifications and experience, with promotion potential to CL-27/CL-28 U.S. Probation Officer without further competition. More than one position may be filled from this transfer opportunity announcement.

POSITION DESCRIPTION: Incumbent will conduct investigations and prepare presentence reports assessing convicted individual's ability to pay fines, restitution, cost of prosecution, incarceration, and supervision; apply U.S. Sentencing Commission guidelines and case laws; determine appropriate course of action after analyzing any objections to presentence reports; and resolve disputed issues and testify in court on the basis of factual findings. Incumbent will also develop a supervision plan for offenders, maintain case records, and maintain personal contact with offenders to ensure adherence to court-imposed conditions and required correctional treatment; incumbent will also coordinate, monitor, and verify offenders' activities with substance abuse facilities, counselors, shelters, and/or employment facilities. Selected candidate will also monitor offenders' sources of income, lifestyle, and associates to assess risk and compliance, detect and investigate violations, report violations to the court, and implement appropriate alternatives or sanctions. Incumbent will perform other duties as assigned.

QUALIFICATIONS:

- For all classification levels: Candidate must be a current U.S. Probation or Pretrial Services Officer in good standing (i.e., not on a performance improvement plan, in a probationary period, or similar status).
- For CL-25: Candidate must possess one year of specialized experience equivalent to work at the CL-23.

OR

In lieu of the one year of specialized experience equivalent to work at the CL-23, candidate must have completed the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
 - Standing in the upper third of the class;
 - "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
 - Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
 - Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.
- For CL-27: Candidate must possess two years of specialized experience, including at least one year equivalent to work at the CL-25;

OR

Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

- For CL-28: Candidate must possess two years of specialized experience, including at least one year equivalent to work at the CL-27.

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.

The successful candidate must be mature, responsible, poised, organized, and detail-oriented. He or she must also possess good critical thinking skills, tact, sound judgment, initiative, good time management skills, and the ability to work with a wide variety of people with diverse backgrounds. Proficiency with MS Word, WestLaw, and Lexis is desirable.

U.S. Probation and/or Pretrial Services Officers transferring to our district are not required to undergo a medical examination, drug testing, or the initial OPM background investigation. However, it is at the discretion of the Chief U.S. Probation Officer for the U.S. Probation Office, Northern District of California, to request drug testing and/or medical examination if through direct observation or objective evidence, an officer is determined to be unable to perform the essential functions as defined in the medical guidelines. Also, at the Chief's discretion, the most recent investigation/reinvestigation report completed on behalf of the officer may be reviewed.

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), along with their official college transcripts that were not submitted with their application for their initial appointment as U.S. Probation or Pretrial Services Officer. Form AO 78 (the Application) 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 all 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 June 1, 2015 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. The only exception is that official college transcripts can be mailed to the address listed below. All other 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.

**U.S. Probation Office
Northern District of California
Attn. Human Resources
P.O. Box 36057
San Francisco, CA 94102**

Applicants must be U.S. citizens or be eligible to work in the United States. Only applicants 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