

# UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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November 1, 2017

## **SUPERVISORY U.S. PROBATION OFFICER I/II VACANCY ANNOUNCEMENT JOB CODE: 17-9C1101SUSPO**

POSITION: Supervisory U.S. Probation Officer I/II  
STATUS: Regular Full-Time  
SALARY RANGE: \$82,427 - \$158,337 (CL 29/01 - CL 30/61)  
CLOSING DATE: November 30, 2017  
LOCATION: San Francisco, Oakland, or San Jose, California

**Note: If you had applied to the previous job postings dated March 23, 2017, April 14, 2017, or August 14, 2017, for these positions, you do not need to reapply.**

The United States Probation Office, Northern District of California invites applications for the position of Supervisory U.S. Probation Officer I/II (SUSPO I/II). The SUSPO I Position has promotion potential to SUSPO II without further competition. More than one position may be filled from this vacancy announcement.

INTRODUCTION: Supervisory U.S. Probation Officers I/II administratively and technically supervise probation officers.

### REPRESENTATIVE DUTIES:

- Assign investigation and supervision cases to officers.
- Review officers' work product before submission to the court.
- Assist officers to resolve difficult case problems.
- Provide ongoing staff development for officers.
- Establish performance objectives and standards and prepare performance appraisals for staff.
- Participate on interview panels, recommend candidates for hire, and conduct initial orientation for newly hired officers and follow-up training.

- Maintain working relationships with staff to include hearing and resolving their concerns and interfacing with human resources when personnel issues arise.
- Serve as a liaison between senior management and line staff to ensure the district vision, mission, and values are communicated and reflected in the staff's service to the court and community.
- May carry a reduced caseload to include supervising offenders, interacting with collateral agencies, conducting investigations, preparing presentence reports, and presenting recommendations to the court, as directed by senior management.
- In the absence of senior management, provide oversight of operations and a leadership presence as acting Assistant Deputy Chief U.S. Probation Officer.
- Perform other duties as assigned.

#### MINIMUM QUALIFICATIONS:

- For CL-29 classification level: Possess three years of specialized experience, including at least one year as a CL-28 Probation/Pretrial Services Officer in the U.S. Courts.
- For CL-30 classification level: Possess three years of specialized experience, including at least one year as a CL-29 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 field as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, coupled with progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U.S. Probation Office.

**PREFERRED EXPERIENCE:** At least three years of U.S. Probation Officer experience; experience as a U.S. Probation Officer in both the Presentence Investigation and Supervision Disciplines; and previous leadership experience in a related field.

**PERSONAL CHARACTERISTICS AND SKILLS:** Strong leader, ethical, accountable, ability to think critically and make effective decisions under pressure, adept at problem solving on the organizational level, skilled negotiator, effective mentor, ability to foster a positive work environment, self-motivated, adaptable, and highly organized.

**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](http://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. **All applications must be received on or before November 30, 2017 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](mailto: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](mailto:CANP_Resumes@canp.uscourts.gov) will not be considered.

Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements. 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.

This position is subject to a one-year probationary period, which may be extended at the discretion of the Chief U.S. Probation Officer. During the probationary period, the employee will not have recourse through the Probation Office's Adverse Action Policy or the Grievance Procedure Policy. However, the employee may have recourse under the Probation Office's Employee Dispute Resolution Plan & Equal Employment Opportunity Plan.

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 reserves the right to modify the conditions of this vacancy announcement or withdraw the vacancy announcement, either of which may occur without prior written notice.**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**