

# UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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December 4, 2017

## **PROBATION SERVICES ASSISTANT I/II VACANCY ANNOUNCEMENT JOB CODE: 17-9C1204PSA**

POSITION: Probation Services Assistant I/II

STATUS: Regular Full-Time

SALARY RANGE: \$43,262 - \$77,716 (CL 24/01 - CL 25/61)

CLOSING DATE: December 18, 2017

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

The United States Probation Office, Northern District of California is seeking qualified Probation Services Assistant (PSA) I/II's. For applicants who are current employees of the Probation Office, PSA I is a promotional opportunity for current qualified administrative/operational support staff at a lower grade, and PSA II is a promotional opportunity for current qualified PSA I staff. Selected candidates may be designated for the position of PSA I or PSA II depending on qualifications and experience with promotion potential to PSA II (CL-25) without further competition for selected PSA I (CL-24) candidates.

**REPRESENTATIVE DUTIES** (not all inclusive): Incumbents provide specialized technical and administrative assistance, as well as clerical support, to probation officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, administering location monitoring equipment inventory and copayments, collating treatment services contract information to organize for record keeping, and assisting with training and mentoring less experienced operational court support staff.

**MINIMUM QUALIFICATIONS:** For CL-24 PSA I, one year of specialized experience equivalent to work at CL-23. For CL-25 PSA II, one year of specialized experience equivalent to work at CL-24. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrated the ability to apply a body of rules, regulations, directive, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

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. In addition, applicants must complete and submit the Application For Judicial Branch Federal Employment (AO 78), along with official college transcripts as applicable. 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 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 December 18, 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.

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**