

UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

450 Golden Gate Avenue, Suite 17-6884

San Francisco, CA 94102-3434

TEL: (415) 436-7540

FAX: (415) 581-7410



May 3, 2018

TEAM LEADER VACANCY ANNOUNCEMENT JOB CODE: 18-9C0503TMLDR

POSITION: Team Leader

STATUS: Regular Full-Time

SALARY RANGE: \$53,797 - \$87,475 (CL 26/01 - CL 26/61)

CLOSING DATE: May 11, 2018

LOCATION: San Francisco or Oakland, California

The U.S. Probation Office in the Northern District of California invites applications for the position of Team Leader.

INTRODUCTION: The incumbent is the team leader for support staff, has oversight for the maintenance of central files, and provides direct administrative and clerical support to probation officers.

REPRESENTATIVE DUTIES: The Team Leader maintains a consistent acting supervisory presence by providing leadership for support staff, performs quality control on support staff's work, provides sound recommendations on process improvements and best practices relating to support staff operations, acts as first line contact for supervisors and officers, provides general clerical and office support, maintains office equipment, manages the inventory of office supplies, manages the district's central repository for case files, provides administrative assistance to probation officers, and operates law enforcement and case tracking systems and applications.

QUALIFICATIONS: One year of specialized experience equivalent to work at CL-25. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, 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.

Proficiency in document processing, records management, and filing system maintenance. Effective communicator (both verbal and written). Be detail-oriented and be PC literate and proficient in keyboard use.

PREFERRED SKILLS AND EXPERIENCE: A Bachelor's Degree. General knowledge of the criminal justice system and probation/parole processes and procedures. Experience working in a federal government or federal court environment.

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 as applicable. 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. **All applications must be received on or before May 11, 2018 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 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