

# UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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December 4, 2019

**PROBATION OFFICER SPECIALIST  
(CYBER-CRIMES)  
VACANCY ANNOUNCEMENT  
JOB CODE: 18-9C1204CBSP**

**POSITION:** Probation Officer Specialist (Cyber-Crimes)

**STATUS:** Regular Full-Time

**SALARY RANGE:** \$84,242 - \$136,974 (CL 29/01 - CL 29/61)

**CLOSING DATE:** January 4, 2019

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

The United States Probation Office, Northern District of California invites applications for the position of Probation Officer Specialist (Cyber-Crimes). The Specialist position is a promotional opportunity for line officers and is classified at a CL-29. More than one Probation Officer Specialist (Cyber-Crimes) position may be filled from this vacancy announcement.

**INTRODUCTION:** The Cyber-Crime Specialist is responsible for the investigation and supervision of offenders who utilize a computer as an instrument or tool for criminal activity (e.g., computer fraud, credit card fraud, money laundering, counterfeiting, child sexual exploitation, identity theft, etc.). Incumbent also serves as the district's expert in search and seizure and risk assessment in this specialized area.

**REPRESENTATIVE DUTIES:** Functioning as a general specialist, incumbent will also manage cases concerning offenders involved in cyber-crimes. Incumbent will utilize computer forensic, hardware, and software tools to investigate and supervise offenders who have committed cyber-crimes and will coordinate the district's internet monitoring program, including installation of software, troubleshooting computer issues, coordinating offender payments, and monitoring offender internet use. Additional responsibilities will include serving as a resource and expert to the court, senior management, line officers, and staff in cyber-crime cases by providing guidance, advice, training, and recommendations; assisting in developing policies and proposals to provide needed services in the area of specialty; and participating in ongoing training and educational opportunities to enhance incumbent's knowledge and skills and keep abreast of techniques related to the investigation and supervision of cyber-criminals. Incumbent will perform other duties as assigned.

**MINIMUM QUALIFICATIONS:** 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 criminal investigative experience, is not creditable.

**PREFERRED QUALIFICATIONS AND EXPERIENCE:** Knowledge of computer technology, its application to criminal endeavors, and issues associated with investigating and supervising computer-related cases and other specialized cases. Knowledge of resources available in cyber-crime detection. Skill in supervising offenders with specialized needs and ability to act as consultant in the area of specialization.

**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 January 4, 2019 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**