



**RICHARD SEEBORG**  
Chief Judge

**San Francisco Division**  
450 Golden Gate Avenue  
San Francisco, CA 94102

**Oakland Division**  
1301 Clay Street  
Oakland, CA 94612

**San Jose Division**  
280 South 1st Street, Room 2112  
San Jose, CA 95113

**Eureka-McKinleyville  
Division**  
3140 Boeing Avenue  
McKinleyville, CA 95519

*The United States District Court is  
an equal focused employer.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

**Position: Chief Probation Officer**

**Location: San Francisco, California**

**Vacancy number: 22-DA1128CUSPO**

**Salary: JSP 15-18 (\$161,139 to \$223,400) Based on Qualifications**

**Opening date: November 29, 2022**

**Closing date: December 30, 2022**

### POSITION OVERVIEW

The United States District Court for the Northern District of California is seeking a qualified individual for the position of Chief Probation Officer. This position will report directly to the Chief Judge and will oversee approximately 70 employees, including probation officers and administrative and clerical staff in the San Francisco, Oakland, and San Jose venues and the Santa Rosa satellite office, serving 15 counties.

### REPRESENTATIVE DUTIES

- Organizes the probation office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers and paroles.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.
- Selects and recommends candidates for appointment as probation officers to the court and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
- Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
- Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.

- Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program that explains probation, parole, and other correctional services to the community; assumes responsibility for communication to the news media.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Performs such other functions as required by the court.

## **QUALIFICATIONS**

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To qualify up to JSP-16, possession of a bachelor's degree from an accredited college or university and three years of specialized experience earned after the bachelor's degree was awarded. The three years of specialized experience is mandatory and does not permit any substitutions. Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs. Experience in police officer, FBI agent, customs agent, marshal, or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience. To qualify above JSP-16, in addition to the three years of progressively responsible specialized experience, possession of three years of substantial management experience earned after the bachelor's degree was awarded.

## **SUBSTANTIAL MANAGEMENT EXPERIENCE**

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Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include any of the court unit executive or type II second-in-command titles, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

## **DESIRABLE CHARACTERISTICS**

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The successful candidate should be a leader, visionary and innovator; should have experience in managing budgets and financial plans, resolving complex personnel issues, and planning and implementing organizational change; and should display the following characteristics:

- An ability to effectively interact with judges; the legal community; other law enforcement, corrections, and service agencies; and the public.
- A comprehensive knowledge of and substantial experience in the operations and management of federal probation and/or pretrial services.
- Exceptional oral and written communication and interpersonal skills.
- A tactful and poised professional demeanor and appearance at all times.

## MAXIMUM ENTRY AGE

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There is no maximum entry age for this position. To be included under the federal law enforcement officer retirement provisions, the successful candidate must be appointed to a federal law enforcement officer position prior to their 37<sup>th</sup> birthday. For an applicant with previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees Retirement System and who has had either a subsequent break in service or intervening service in a non-law enforcement officer position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37. (For example, for a candidate with five years of creditable previous federal law enforcement officer experience, the maximum entry age would be 42 (37 + 5).

## INFORMATION FOR APPLICANTS

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- The successful candidate must meet the medical requirements and the essential job functions derived from the medical guidelines of probation officers, pretrial services officers, and officer assistants. [Probation and Pretrial Officers Medical Requirements](#).
- Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. Employment will, therefore, be considered provisional pending the successful completion of a ten-year, full field Office of Personnel Management (OPM) background investigation, and retention depends upon a favorable suitability determination.
- The successful candidate will be required to adhere to a code of conduct (which is available upon request).
- An applicant 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.
- Applicants selected for interviews must travel at their own expense. Relocation reimbursement for the candidate selected to fill the position may be available based on available funding.
- Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities.

## BENEFITS

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Judiciary employees serve under excepted appointments (not civil service). Federal benefits include paid holidays, vacation/sick leave accrual, health insurance, dental and vision benefits, disability and life insurance, long-term care, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan with employer matching contributions). This position is subject to mandatory electronic fund transfer (direct deposit) of federal wages.

## APPLICATION INSTRUCTIONS

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Qualified applicants should submit a cover letter (include vacancy number), resume, narrative statement (see below), and completed application form AO78. Answers to questions 18, 19 and 20 are required for this position. You can access the employment application through the following link: [Form AO078.pdf](#)

Applicants must also submit a narrative statement addressing the following:

*Describe 1) your leadership style and any role models, and 2) your experience managing multiple priorities and a high volume of work.*

All four documents must be submitted to [HR@cand.uscourts.gov](mailto:HR@cand.uscourts.gov) by 4:00 p.m. on December 30, 2022, for consideration. Include the vacancy number in the subject of your email.

Due to the anticipated volume of applications, only those candidates selected for an interview will be contacted.

The court may amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

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FOR THE NORTHERN DISTRICT OF CALIFORNIA  
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