

# 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



January 31, 2024

## UNITED STATES PROBATION OFFICER VACANCY ANNOUNCEMENT

POSITION: U.S. Probation Officer

STATUS: Regular Full-Time

SALARY RANGE: \$59,945 - \$140,753 (CL 23/01 - CL 28/61)

CLOSING DATE: February 29, 2024

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

### MISSION STATEMENT

- To assist the federal courts in the fair administration of justice.
- To protect the community.
- To bring about long-term positive change in individuals under supervision.

### VISION

The U.S. Probation Office for the Northern District of California continuously achieves excellence in the fair administration of justice, public safety, and long-term positive change in individuals under supervision by investing in a holistic support system centered on the U.S. Probation Officer. Our supervision and investigation strategies are rooted in the use of evidence-based practices targeting risk factors. We are committed to a fully inclusive, diverse, and compassionate work environment that supports every employee to continually work toward positive outcomes in collaboration with our internal and community stakeholders and partners.



UNITED STATES PROBATION  
OFFICE

NORTHERN DISTRICT OF  
CALIFORNIA

[www.canp.uscourts.gov](http://www.canp.uscourts.gov)

### VALUES

**ETHICS** - We value impartiality, accountability, diversity, professionalism and a commitment to ethical standards

**SERVICE** - We continually work toward positive outcomes for our clients and community by collaborating with justice and community partners and providing comprehensive services

**DIVERSITY** - We value and celebrate each person's contributions to our social and cultural fabric

**POTENTIAL** - Safer communities and healthier families exist when all individuals have the resources and opportunities to live up to their fullest potential, obstacles to success are removed, and are encouraged to express their skills and talents

**INNOVATION** - We continually strive to identify and implement the approaches that increase public safety and address the needs of our clients and community with out of the box thinking



## **JOB CODE: 24-9C0131USPO**

The Northern District of California United States Probation Office seeks to serve the U.S. Court System and improve public safety by investigating and supervising individuals convicted of federal crimes, enforcing sentences, and providing correctional treatment to persons under supervision. The Office is now seeking qualified new U.S. Probation Officers or U.S. Probation Officer transfers. Selected candidates may be placed at Classification Level (CL) 23, 25, 27, or 28 depending on qualifications and experience, with promotion potential to CL-25, CL-27, or CL-28 U.S. Probation Officer without further competition for selected candidates placed at CL-23, CL-25, and CL-27. More than one position may be filled from this vacancy announcement.

The ideal candidate will be an accomplished and self-motivated individual with excellent interpersonal skills and strong work-ethic. This individual will embrace our mission and be committed to and believe in our vision of working together creatively to transform lives in enhancing the safety of our community.

Our fast-paced, highly service-oriented environment will provide opportunities for challenging and rewarding work as a member of the probation team. The successful individual must be able to thrive in an environment that promotes teamwork and professional enrichment where we commit to supporting and defending the U.S. Constitution, supporting the worth and dignity of all people, defending individuals' right to be treated with fairness and respect, and believing that all people are capable of positive change using evidence-based practices.

We promote diversity, equity, and inclusion (DEI) in the work setting. This is accomplished in the establishment of an internal DEI Committee which is responsible for district-wide initiatives, celebration of heritage months, and staff training.

**POSITION DESCRIPTION:** For the Northern District of California United States Probation Office, the Probation Discipline is bifurcated, consisting of Presentence Investigation and Post-Conviction Supervision. Presentence Investigation (PSI) Officers will conduct investigations and prepare presentence reports assessing convicted individuals' ability to pay fines, restitution, cost of prosecution, incarceration, and supervision; apply U.S. Sentencing Commission guidelines and case law; determine appropriate sentencing recommendations after analyzing any objections to presentence reports; and resolve disputed issues and testify in court based on factual findings. Post-Conviction Supervision Officers will develop a supervision plan for persons under supervision, maintain case records, and maintain personal contact with persons under supervision to ensure adherence to court-imposed conditions and required correctional treatment. Supervision Officers will coordinate, monitor, and verify activities of persons under supervision with treatment facilities, counselors, shelters, and/or employment establishments. The selected Supervision Officer candidate will use evidence-based practices to assess risk and needs, as well as monitor compliance with court ordered conditions. Supervision Officers will investigate violations, report violations to the court, and implement appropriate alternatives or sanctions to address risk. All officers will perform other duties as assigned.

## QUALIFICATIONS:

- For all classification levels: Candidate must possess a bachelor's degree from an accredited college or university in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

- For CL-25: Candidate must possess one year of specialized experience;

OR

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- or
- Election to membership in one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;

OR

- Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

- For CL-27: Candidate must possess two years of specialized experience;

OR

Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

- For CL-28: Candidate must possess two years of specialized experience.

Specialized experience is progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology, or mental health. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

The duties of probation officers require the investigation and management of convicted individuals who present physical danger to the public. In the supervision, treatment, and control of persons under supervision, these duties require moderate to arduous physical ability, including prolonged

periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. Daily, probation officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing federal offenses.

Because probation officers potentially deal with physical threats and are subject to moderate to arduous physical exertion, applicants must be physically capable. Probation officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement. **Applicants with no creditable previous federal law enforcement officer experience who have reached their 37th birthday should not apply because their application will not be considered.**

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 provide copies of their two most recent completed and signed performance evaluations and complete and submit the Application for Judicial Branch Federal Employment (AO 78 [version 4/22]), including Question Numbers 18, 19, and 20 in the Optional Background Information Section of the Application on Page 5 of 5, along with submitting their official college transcripts. Form AO 78 (4/22) (the Application) 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 (4/22) 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 AO 78 (4/22). 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 February 29, 2024 by close of business (5:00 p.m. PST). It is required that you submit your application**

**materials as a single PDF document via e-mail to:** [CANP\\_Resumes@canp.uscourts.gov](mailto: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](mailto:CANP_Resumes@canp.uscourts.gov) will not be considered.

**U.S. Probation Office  
450 Golden Gate Avenue, Suite 17-6884  
San Francisco, CA 94102  
Attn. Human Resources  
CONFIDENTIAL**

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 and only those who are interviewed will receive a response regarding their application status.

Prior to appointment, the selectee considered for this position, if he or she is a first-time appointee to federal law enforcement, will undergo a medical examination and drug testing. Upon successful completion of the medical examination and drug testing, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug testing, updated background investigations every five years, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The essential job functions and medical requirements derived from the medical guidelines for probation officers are available for public review at <http://www.uscourts.gov>. On the homepage, please place the cursor on “Services & Forms” in the middle of the menu bar near the top of the homepage screen and select “Probation and Pretrial Services.” Then click on “Officers and Officer Assistants” near the top of the far-left column. Then scroll down and under “What Professional Standards Apply to Them,” click on the “Officer and Officer Assistant Essential Job Functions” link at the end of the first paragraph in this section for this information or click on the “Officer and Officer Assistant Medical Requirements” link at the end of the last paragraph in this same section for this information.

Newly appointed U.S. Probation Officers (and rehired U.S. Probation Officers at the discretion of the Chief U.S. Probation Officer) will be required to attend and successfully complete the National Training Academy’s new officer training at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

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**