



**UNITED STATES PROBATION OFFICE
EASTERN DISTRICT OF CALIFORNIA
POSITION VACANCY ANNOUNCEMENT**

OPENS: February 20, 2012

CLOSES: March 5, 2012

POSITION TITLE: SUPERVISORY UNITED STATES PROBATION OFFICER

LOCATION OF POSITION: U. S. Probation Office, Elk Grove, California

**CLASSIFICATION LEVEL/
SALARY RANGE: CL-29/30 (\$70,047 to \$134,558)**

ANNOUNCEMENT NUMBER: 12-EDCA-SUSPO-01

The U.S. Probation Office for the Eastern District of California has an immediate opening for a Supervisory United States Probation Officer in Elk Grove, California. The Supervisory U. S. Probation Officer is responsible for the quality and quantity of all presentence, probation, and supervised release (parole) services provided by a unit comprised of probation officers. This position will manage a unit of probation officers who provide supervision services in the Elk Grove and Modesto offices. The Supervisory United States Probation Officer also has a variety of administrative and operational duties.

The Eastern District of California includes 34 counties in the central valley from the Oregon border to Bakersfield. District Headquarters is located in Sacramento, and a divisional office is located in Fresno. There are currently field offices in Roseville, Elk Grove, Redding, Modesto, Visalia, and Bakersfield.

Representative Duties:

- Assigns and monitors all investigation, supervision, and other case work assigned to officers in the unit.
- Reviews and evaluates all work in the unit including presentence investigation reports, case records, and correspondence to ensure maintenance of service delivery and adherence to existing policies, procedures, and guidelines.
- Confers regularly with probation officers; provides direction and assistance to the officers on improving investigative, supervision, and writing skills. Assists probation officers in meeting the needs of offenders with complex problems and circumstances; provides leadership in the development of sentencing alternatives, utilization of community resources, and the application of professionally sound case management principles. Assists the administration, probation officers, and other staff with fostering and perpetuating the Charter for Excellence.
- Determines the adjustment of offenders under supervision in consultation with the assigned probation officer; assists in decision making for recommendations for early termination, extension of supervision, and probation revocation; approves all recommendations to the court or U. S. Parole Commission for issuance of a warrant or summons for revocation.
- Assures continuing staff development by planning and implementing orientation and in-service training, holding individual staff conferences, and increasing levels of responsibility in assignments.

- Assumes the responsibility for case handling of emergency situations in the absence of probation officers.
- Conducts unit staff meetings to identify performance and operational problems, and to develop appropriate solutions.
- Evaluates the performance and professional development of the probation officers in the unit on a systematic and regular basis.
- Responsible for staff relationships and morale within the unit, encouraging loyalty and enthusiasm; maintains a supportive atmosphere for staff utilization of management personnel and resources.
- Serves as a major communication catalyst and link between line staff and the administration, assuring implementation of administrative direction while concurrently providing information to the Chief Probation Officer for future administrative action.
- Participates with the Chief Probation Officer, Deputy Chief Probation Officer and other administrative staff in development of programs and policies to increase the effectiveness of the office.
- Supervises particularly difficult or highly sophisticated offenders as may be required.
- Conducts and completes presentence investigations and other reports on unusually sensitive or complex criminal cases as may be required.
- Develops understanding and cooperative relationships with other law enforcement and community service agencies.
- Explains probation, supervised release, parole, and other correctional services to public and civic groups.
- Supervises the field travel and leave to include review and approval of all travel vouchers and leave of officers in the unit.
- Manage a correctional rehabilitative program and/or services for defendant/offender population, when necessary to do so.
- Occasionally performs the duties of a probation officer.
- Performs related duties as required by the Chief and Deputy Chief Probation Officers.

Job Requirements:

The incumbent must possess a thorough knowledge of the following: the criminal justice system; federal probation and parole legal requirements, policies and procedures; sentencing guidelines and applicable case law; investigative and supervision techniques; and the roles, responsibilities, and relationships among the Federal Courts, U. S. Parole Commission, and the Federal Bureau of Prisons.

The incumbent must also have a thorough understanding of PACTS and demonstrate the ability to use PACTS reports and data to analyze and guide the work of officers. He or she must further demonstrate the ability to use PACTS data to assess trends and ensure evidence-based practices.

The incumbent should possess the ability to work with law enforcement agencies at different governmental levels, community service providers, and other courts, and skill in applying various statutes and implementing regulations. He or she must have the ability to communicate orally and in writing, both clearly and concisely,

with a variety of persons such as judicial officers, attorneys, and offenders. He or she must possess a working knowledge of legal research techniques, database and spreadsheet software, and skill in using personal computers and computer software (i.e., WordPerfect, Lotus Notes, and other Windows-based software approved for office use.)

The ability to perform all the duties/responsibilities required of the personnel directly supervised; develop or accept recommendations from subordinates to increase productivity or quality; keep subordinates informed of the policies and procedures of the organization as a whole; assure equity among subordinate units in terms of performance standards, rating techniques of employees, and work performed; recommend or advise superiors on proposed changes to enhance the overall capability/productivity of the total organization; assist with employee problems when possible, and effecting disciplinary actions when required.

Possess demonstrated experience and temperament supervising a variety of cases and making required judgements to balance the responsibilities of executing the court's orders, protecting the public, and addressing the needs of those under supervision.

Qualifications:

Required Education

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business/public administration. This provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, and is required for all probation officer positions.

Required Experience

Current U. S. Probation Officer experience is preferred.

By the closing date of this announcement, **to qualify at the CL-29 level**, the applicant must possess a minimum of three years of specialized experience as a United States Probation Officer, including at least one year at the CL-28 level. During those three years as a United States Probation Officer, the candidate must have demonstrated and sustained exceptional performance.

By the closing date of this announcement, **to qualify at the CL-30 level**, the applicant must possess a minimum of three years of specialized experience as a United States Probation Officer, including at least one year at the CL-29 level. During those three years as a United States Probation Officer, the candidate must have demonstrated and sustained exceptional performance.

Management Experience

To qualify at this level, applicants must meet the above experience requirements. In addition, the applicant must have experience and skills in dealing with others in person-to-person work relationships, the ability to exercise mature judgment, a thorough knowledge of the basic concepts, principles, and theories of management, and the ability to understand the managerial policies applicable to the court unit involved.

Conditions of Employment

Incumbents are subject to a background investigation and updated background investigations every five years, ongoing random drug screening, and, as deemed necessary by management for reasonable cause, fitness-for-duty evaluations. The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at <http://www.uscourts.gov>.

Application Process:

To apply for this position, qualified candidates must submit:

- ▶ a cover letter
- ▶ AO-78, Federal Judicial Branch Application for Employment
(download from <http://www.caep.uscourts.gov> or <http://www.uscourts.gov>)
- ▶ last two annual performance appraisals as a Probation Officer

Failure to submit the cover letter, the AO-78, and the last two performance appraisals will result in immediate disqualification. Incomplete applications will not be considered, retained, or returned. Only one application per candidate will be accepted for this announcement.

Application materials may be mailed or hand-delivered to:

Stephanie Clack, Human Resources Manager
U. S. Probation Office
501 I Street, Suite 2500
Sacramento, CA 95814

E-mail to: caep_hr@caep.uscourts.gov

Fax to: 916.930.4391

Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response.

- * The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.
- * The office reserves the right to amend or withdraw any announcement without written notice to applicants.
- * More than one position may be filled from this announcement.
- * Applications received after March 5, 2012, will not be considered.

****THE UNITED STATES PROBATION OFFICE
FOR THE EASTERN DISTRICT OF CALIFORNIA
IS AN EQUAL OPPORTUNITY EMPLOYER ****