



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF CALIFORNIA
PROBATION OFFICE**

**SUPERVISORY U.S. PROBATION OFFICER
(Investigation and Supervision Divisions)**

Announcement #

12-12

Date Opened

September 4, 2012

Closing Date

Open until filled. Preference will be given to applications received by October 1, 2012. Up to four (4) positions may be filled from this announcement (one position in Investigation and three positions in Supervision)

Location

San Diego Main Office, 101 W. Broadway, Suite 700, San Diego, CA 92101
Chula Vista Branch Office, 303 H. Street, Suite 500, Chula Vista, CA 91910

Duties and Responsibilities

The Supervisory U.S. Probation Officer performs a full range of duties and responsibilities including but not limited to the following:

Assigns and schedules investigative and case supervision work. Reviews and evaluates all work in 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 toward 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. Determines the adjustment of individuals under supervision in consultation with the assigned probation officer; assists in decision making for recommendations for early termination, extension of supervision, and revocation; approves all recommendations to the court or U.S. Parole Commission for the issuance of warrants or summons for revocation. Assumes responsibility for case handling of emergency situations. Provides orientation, training, staff development, and conducts unit meetings. Reviews and approves time sheets and travel records of officers in the unit. Serves as a major communication catalyst and link between line staff and administration. Responsible for staff relationships and morale within the unit. Evaluates the performance of probation officers in the unit. Participates in management meetings to develop policies and procedures to increase the effectiveness of the office. Participates in selection of candidates for vacant positions. Develops a cooperative relationship with other agencies. Makes presentations to public or civic groups. Serves as back-up for other Supervisory Probation Officers as needed. Assumes additional responsibilities as may be required by the Chief Probation Officer.

Salary Range

Court Personnel System - Classification Levels 29 and 30

CL 29, Steps 1 - 61 \$71,188 - \$115,748 Annually - (commensurate with experience)

CL 30, Steps 1 - 61 \$84,142 - \$136,749 Annually - (commensurate with experience)

For placement at CL 30, applicant must have a minimum of one year of specialized experience at CL 29.

Qualifications

To qualify for the position of Supervisory Probation Officer, a person must be a U.S. citizen and possess a four-year degree from an accredited college or university in a related field of study. Qualified applicants must have five years of specialized experience as a U.S. Probation Officer, with at least one year at a CL 28. For placement at a CL 30, an applicant must have at least one year of experience at a CL 29. Knowledge and expertise relevant to the preferred division is required. Prior management experience and/or leadership training is strongly preferred. Completion of Foundations of Management or completion of the course within six months of being selected for the position is required.

Specialized Experience

- Specialized work experience must have included progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain: a) skill in dealing with others in person-to-person work relationships; b) the ability to exercise mature judgment; and c) a knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U.S. Probation Office.

Requirements

- A successful candidate will also possess the following: Broad knowledge of the criminal justice system. Comprehensive understanding of federal probation and parole legal requirements, policies and procedures. Thorough knowledge of investigative and supervision techniques. Supervision experience should include knowledge of evidence based practices in community corrections; these include, but are not limited to, risk assessment, risk-based supervision, cognitive behavioral treatment and motivational interviewing techniques. Must be able to demonstrate leadership skills, strong interpersonal skills, the ability to manage progressive responsibilities, and to exercise sound, ethical judgment. Thorough knowledge of investigative techniques. Familiarity with a wide variety of resources. Ability to communicate effectively both orally and in writing with a wide variety of individuals. Skill in proofreading of documents for content, spelling, grammar, punctuation, style, and correct legal citation formats, etc. Ability to organize and work under deadlines. Ability to exercise sound judgment. Skill in analyzing situations and determining appropriate solutions to problems. Ability to be flexible and adapt to unanticipated needs and problems. Skill in counseling and training individuals. Ability to maintain confidentiality and interact tactfully with a wide variety of persons. Ability to take initiative and work independently with minimal supervision. Ability to work as part of a team. Agrees to participate in relevant professional development programs.
- 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>. Incumbents will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Apply by Submitting

1. A cover letter explaining your interest in pursuing this position, how your experience relates to the stated duties and responsibilities, and why you are the most qualified applicant.
2. Resume, which includes dates of employment, duties and responsibilities, key accomplishments, and names of immediate supervisors within the last three years.
3. Two most recent performance evaluations. (Internal candidates should refer to "Internal Promotion Process" for instructions).

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense and complete a written test. The Court will not be responsible for expenses associated with traveling for interviews or relocating the successful candidate.

Submit materials in an envelope marked "Confidential" to:

Attn: Human Resources
United States Probation Office
101 West Broadway, Suite 700
San Diego, CA 92101

UNITED STATES PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER