



# UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA  
PROBATION OFFICE

YADOR J. HARRELL  
CHIEF U.S. PROBATION OFFICER

450 Golden Gate Avenue  
Suite 17-6884; P.O. Box 36057  
San Francisco, CA 94102-3487  
TEL: (415) 436-7540  
FAX: (415) 436-7572

**SUPERVISORY U.S. PROBATION OFFICER II  
PRESENTENCE INVESTIGATIONS  
VACANCY ANNOUNCEMENT  
JOB CODE: 11-0404DA-SUSPOII  
April 4, 2011**

POSITION: Supervisory U.S. Probation Officer II  
STATUS: Regular Full-Time  
SALARY RANGE: \$91,568 - \$148,818 (CL 30, Step 1 - CL 30, Step 61)  
CLOSING DATE: Open until filled (preference for applications received by April 18, 2011)  
LOCATION: San Francisco, Oakland, or San Jose, California

The United States Probation Office, Northern District of California invites applications for the position of Supervisory U.S. Probation Officer II.

INTRODUCTION: The Supervisory U.S. Probation Officer II administratively and technically supervises probation officers and probation officer assistants and acts as a mentor to Supervisory U.S. Probation Officer I's. (Please note that the target grade for the position is CL 30. For applicants currently at CL 28, if selected for promotion, the court unit's compensation program requires that the employee must be at CL 29 for one year before being promoted to the full classification level of CL 30.)

**REPRESENTATIVE DUTIES:**

- Assigns investigation and supervision cases to officers and officer assistants.
- Reviews officers' and officer assistants' work product before submission to the court.
- Assists officers and officer assistants resolve difficult case problems.
- Provides ongoing staff development for officers and officer assistants.
- Establishes performance objectives and standards and prepares performance appraisals for staff.
- Participates on interview panels, recommends candidates for hire, and conducts initial orientation for newly hired officers and officer assistants and follow-up training.
- Maintains working relationships with staff to include hearing and resolving their concerns and interfacing with human resources when personnel issues arise.
- In the role of mentor, provides coaching and guidance to Supervisory U.S. Probation Officer I's.
- Serves as a liaison between senior management and line staff to ensure the district vision,

mission, and values are communicated and reflected in the staff's service to the court and community.

- In the absence of senior management, provides oversight of operations and a leadership presence as acting Assistant Deputy Chief U.S. Probation Officer.

**MINIMUM QUALIFICATIONS:** Possess three years of specialized experience, including at least one year as a CL-29 probation officer in the U.S. courts or equivalent. 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 coupled with progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and knowledge of the basic concepts, principle, and theories of management and the ability to understand the managerial policies applicable to the U.S. Probation Office.

**PREFERRED EXPERIENCE:** At least three years of U.S. Probation Officer experience; experience as a U.S. Probation Officer in either the investigation or supervision disciplines; and previous leadership experience in a related field.

**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 will be considered until the position is filled but preference will be give to applications received on or before April 18, 2011 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 U.S. citizens or be a lawful permanent resident who is seeking U.S.

citizenship. Only the most qualified applicants will be interviewed in person and only those who are interviewed in person will receive a written 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 IS AN EQUAL OPPORTUNITY EMPLOYER