



**United States Probation Office  
Northern District of California**

450 Golden Gate Avenue, Suite 17-6884  
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TEL: (415) 436-7540

**MISSION**

The Northern District of California Probation Office is a collaborative team of professionals who apply innovative practices and strategies in order to:

- Assist the federal courts in the fair administration of justice;
- Protect the community; and
- Bring about long-term positive change in individuals under supervision.

**VISION**

The Northern District of California Probation Office strives to create a supportive environment where staff have rewarding careers. Our goal is to create growth opportunities for justice impacted individuals, while upholding the integrity of the judiciary and connecting with the community we serve.

**VALUES**

Accountability  
Integrity  
Innovation  
Diversity  
Collaboration

December 10, 2024  
**Assistant Deputy Chief Probation Officer  
Vacancy Announcement  
Job Code: 24-DA1210ADCUSPO**

Status: Regular Full-Time  
Salary Range: \$143,108 - \$191,100 (CL 31/01 – CL 31/61)  
Closing Date: January 3, 2025  
Location: San Francisco, Oakland, or San Jose, California. This is a district position, travel to all venues is required.

The U.S. Probation Office for the Northern District of California has a rewarding opportunity for highly organized professionals to assist in the administration and management of all activities in the San Francisco, Oakland, San Jose, and Santa Rosa, California offices. Incumbents will lead and direct the operational and administrative work of multiple work units and are responsible for the supervision of other supervisors.

The Northern District of California cultivates an environment where wellness, diversity, inclusion, and equity are the foundations of our organizational culture. Our commitment to fostering flexibility ensures a high-quality work environment that yields outstanding outcomes. Our dedication to collaboration and innovation is evident in our support for individual growth and leveraging everyone's unique strengths. We seek individuals who not only model the essence of superior customer service, but who are team and mission focused with a particular focus on collaboration with our stakeholders and community. The Northern District of California defines success: At the end of the day, being able to look in the mirror and honestly say that, based on the events that came my way today, I gave the most of myself and positively impacted those around me.

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. The selected individual will have a demonstrated commitment and embodiment of our values: accountability, integrity, innovation, diversity, and collaboration. Our fast-paced, highly service-oriented environment will provide opportunities for challenging and rewarding work as a member of the 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.

**POSITION DESCRIPTION:**

The position of Assistant Deputy Chief U.S. Probation Officer is a senior management position for the U.S. Probation Office, Northern District of California. As a member of the Management Team, the Assistant Deputy Chief assists in the administration and management of federal probation services for the district. The ideal candidate will have a broad knowledge of the Federal Probation and Pretrial Services System. This position is responsible for providing leadership to formulate, supervise, and implement initiatives to achieve goals and objectives defined for the court unit.

The Assistant Deputy Chief will demonstrate progressively responsible experience and knowledge in presentence investigations, federal correctional rehabilitation programs and services for adult persons under supervision populations, and agency operations and general administrative operations. This position will manage supervisors and is responsible for district operations as assigned by the Chief U.S. Probation Officer.

**REPRESENTATIVE JOB DUTIES & RESPONSIBILITIES:**

- Working with other senior managers, develop and implement a process to define goals and objectives for the district. Identify and implement short- and long-term planning initiatives to achieve district goals and objectives with specific timelines for completion.
- Manage, develop, and mentor supervisory probation officers, including, but not limited to, establishing standards, evaluating performance, and conducting quality control reviews of their work products.
- Review monthly and quarterly reports to identify problems, trends, and other issues. Analyze data collected to solve problems, which may include creating or modifying policies, procedures, and practices. May recommend discontinuation of administrative or operational procedures if it is in the best interests of the court and agency.
- Audit and review case work, including case plans, correspondence, and reports, to ensure that recommendations made by supervisors or officers to the court are in compliance with national, local, and district policies, procedures, court-specified conditions, and administrative practices.
- Facilitate, mediate, and negotiate complex and sensitive matter with judges, managers, unit executives, and staff, as well as provide technical guidance to the court, other judicial personnel, managers, and line officers regarding services to the court, offender's services, and administrative services.
- Ensure the expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of probationers and parolees. Establish and maintain cooperative relationships with other U.S. Probation and Pretrial Offices in other districts to assure all requests for assistance are met promptly and effectively.
- Handle administrative tasks and/or administrative units as assigned by the Chief Probation Officer.
- Represent the agency at conferences, seminars, meetings, and other federal, state, and local entities. Serve as the liaison for the agency with local federal entities within the Northern District of California, providers within the community, other judicial districts, and the local court family.
- Demonstrate leadership qualities, including the ability to plan and oversee implementation of district programs, processes, and initiatives.
- Promote ongoing learning by continuously upgrading own knowledge, skills, awareness, and understanding of theories, data, and trends in corrections, management, and the political environment.
- Occasionally, may perform any or all duties of a supervisor or a probation officer, including investigating and/or supervising offenders.

**QUALIFICATIONS:**

Applicants must have a minimum of six years of progressively responsible administrative, technical, professional, supervisory, or managerial experience. Qualified experience must include at least three years of experience at or equivalent to CL-30. This progressively responsible experience will have provided opportunities to demonstrate (1) skill in developing the interpersonal work relationships needed to lead a team of employees, (2) ability to exercise mature judgment, (3) thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the agency, and (4) skill in problem-solving and conflict resolution. The candidate will demonstrate leadership qualities, including strategic thinking, creativity, flexibility, vision, and integrity. The incumbent will have a proven track record of helping employees maximize their potential and fostering high ethical standards in meeting the organization's vision, mission, and goals. Excellent communication and emotional intelligence skills are essential.

In addition, the Assistant Deputy Chief U.S. Probation Officer must have and maintain a thorough knowledge of the federal judicial system, including national and statutory policies, procedures, and administrative practices specific to probation, as well as the presentence and supervision disciplines. Experience in one of the following professional disciplines may substitute for a portion of the specialized experience: social worker, case worker, psychologist, substance abuse treatment specialist, or correctional researcher.

**APPLICATION INSTRUCTIONS:**

Employment is subject to background investigation and verification of information supplied. In one PDF document in the following order, applicants must submit:

- A letter of interest with the Job Code listed which should include an outline of their leadership philosophy, leadership style, and core values that they will bring to the position;
- A supplemental document limited to two pages addressing experience with human resources, budget, procurement, and project management;
- A resume;
- The Application for Judicial Branch Federal Employment (AO 78 [version 5/24]), including Question Numbers 19, 20, and 21 in the Optional Background Information Section of the Application on Page 5 of 5, which is available at: [www.canp.uscourts.gov](http://www.canp.uscourts.gov) on the Employment Page;
- Copies of their two most recent completed and signed performance evaluations;
- and official college transcripts.

Application materials will not be considered complete until all 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. 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) by **5:00 pm PST on January 3, 2025**. 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  
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Attn. Human Resources  
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- 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.
- 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.
- This position is subject to a one-year probationary period, which may be extended at the discretion of the Chief U.S. Probation Officer. During the probationary period, the employee will not have recourse through the Probation Office's Adverse Action Policy or the Grievance Procedure Policy. However, the employee may have recourse under the Probation Office's Employment Dispute Resolution Policy.
- The incumbent will be subject to random drug screening as well as updated background investigations every five years.
- The U.S. Probation Office for the Northern District of California is an Equal Employment Opportunity Employer.