



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

450 Golden Gate Avenue, Suite 17-6884
San Francisco, CA 94102-3434
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

January 30, 2025
**Supervisory U.S. Probation Officer
Vacancy Announcement
Job Code: 25-DA0130SUSPO**

Status: Regular Full-Time
Salary Range: \$105,366 - \$195,200 (CL 29/01 – CL 30/61)
Closing Date: February 13, 2025
Location: San Francisco, Oakland, San Jose, or Santa Rosa, California.

The Northern District of California United States Probation Office is now seeking qualified Supervisory U.S. Probation Officers SUSPO I/SUSPO II. The selected candidate(s) will be placed at Classification Level CL 29 or CL 30. More than one position may be filled from this vacancy announcement.

Note: Only current U.S. Probation or Pretrial Services officers will be considered. For CL 29, SUSPO I candidates, after one year, incumbent may be promoted to CL 30 SUSPO II without further competition.

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 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 a diverse, equitable, and inclusive workplace.

POSITION DESCRIPTION:

The position of Supervisory U.S. Probation Officer will primarily be responsible for the supervision of U.S. Probation Officers in their respective units within the Northern District of California. The Supervisory U.S. Probation Officer(s) may be placed in either the Presentence or Supervision division. The chosen applicant will be responsible for the quality of work performed by probation officers in a full range of operations and services to the Court and will participate in the decision-making process affecting office operations and administration.

REPRESENTATIVE JOB DUTIES & RESPONSIBILITIES:

- Assign investigation and supervision cases to officers.
- Review officers' work product before submission to the court.
- Assist officers to resolve difficult case problems.
- Provide ongoing staff development for officers.
- Establish performance objectives and standards and prepare performance appraisals for staff.
- Participate on interview panels, recommend candidates for hire, and conduct initial orientation for newly hired officers and follow-up training.
- Maintain working relationships with staff to include hearing and resolving their concerns and interfacing with human resources when personnel issues arise.
- Serve 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.
- May carry a reduced caseload to include overseeing persons under supervision (clients), interacting with collateral agencies, conducting investigations, preparing presentence reports, and presenting recommendations to the court, as directed by senior management.
- In the absence of senior management, provide oversight of operations and a leadership presence as acting Assistant Deputy Chief U.S. Probation Officer.
- Perform other duties as assigned.

QUALIFICATIONS:

For CL-29 classification level: Possess two years of specialized experience.

For CL-30 classification level: Possess three years of specialized experience, including at least one year as a probation/pretrial services officer in the U.S. courts.

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, 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, principles, 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 both the presentence investigations and post-conviction supervision disciplines; and previous leadership experience in a related field.

PERSONAL CHARACTERISTICS AND SKILLS: Strong leader, ethical, accountable, ability to think critically and make effective decisions under pressure, adept at problem solving on the organizational level, skilled negotiator, effective mentor, ability to foster a positive work environment, self-motivated, adaptable, and highly organized.

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;
- 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 on the Employment Page;
- Copies of their two most recent completed and signed performance evaluations;
- and official college transcripts unless previously provided.

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. Official college transcripts can be emailed by the college to the email listed or 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 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.
- 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.