



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

**OPENS: August 10, 2009**

**CLOSES: August 31, 2009**

**POSITION: UNITED STATES PROBATION OFFICER**  
**LOCATION: U. S. Probation Office, Eastern Judicial District of California**  
**(Please specify duty station preference in cover letter:**  
**Sacramento, Elk Grove, Roseville, and/or Fresno)**  
**LEVEL: Classification Level (CL) 28**  
**Sacramento, Elk Grove, Roseville: \$57,730 to \$93,825**  
**per annum (Pay Table 70)**  
**Fresno: \$54,087 - \$87,903 per annum (Pay Table 01)**

**(Starting salary dependent upon qualifications, current salary, and duty station. Lateral transfers will be considered for U. S. Probation Officers currently employed in other districts. A lateral transfer is considered a USPO's current Classification Level (up to CL-28) and Step from their current pay table to either Pay Table 70 or Pay Table 01 depending on duty station in Eastern District of California. The agency is unable to match locality pay.)**

**PRIMARY DUTIES**

**Investigative Duties:** The incumbent conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches and civic organizations. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. The incumbent testifies in court as to guideline applications and serves as a resource to the court to facilitate proper imposition of sentence.

**Supervision Duties:** The incumbent supervises and monitors offenders conditionally released by the Courts, the U. S. Parole Commission, and military authorities, to maximize adherence to imposed conditions, reduce risk to the community and to provide correctional treatment. This is accomplished through personal contact with offenders in office and community settings. Offenders' employment, sources of income, life style and associates are investigated to assess risk and measure compliance. Written reports of detected violations are prepared with appropriate court testimony and disposition recommendations.

**QUALIFICATIONS**

To qualify for the position of U. S. Probation Officer, the applicant must be a college graduate with 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 or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. Must have at least two years of specialized experience, including at least one year equivalent to work at the CL-27 level. (Specialized experience is defined as progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation [adult supervision and court experience preferred], pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment.) Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable. Also, any volunteer or unpaid internship experience is not considered creditable.

**PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE**

The duties of probation and pretrial services officers and officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, these officers face

unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

### **SECURITY INVESTIGATIONS**

Prior to appointment, applicants considered for this position must undergo a full Office of Personnel Management (OPM) background investigation, as well as a local background investigation.

### **MEDICAL EXAMINATIONS**

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent 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.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov>.

### **TRAINING REQUIREMENTS**

During their first year of duty, probation officers receive extensive local training and must also successfully complete a six-week national training program at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

### **CITIZENSHIP**

By statute, employees must be citizens of the United States or of countries with which the United States has a mutual defense treaty.

### **EMPLOYEE BENEFITS**

United States Probation Officers are Judicial Branch employees and are not covered by Office of Personnel Management (OPM) regulations. They are, however, entitled to the same benefits as other Federal employees. Some of these benefits are:

- Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the 15th year of service; thereafter, 26 days per year. Sick leave earned at four hours per pay period (13 days per year).
- Participation in the Federal Law Enforcement Hazardous Duty Retirement Program and in a tax-deferred Thrift Savings Plan (TSP)--similar to a 401K plan.
- Voluntary participation in a Federal health insurance program, dental, and vision program.
- Voluntary participation in the Federal Employee's Group Life Insurance Program.
  
- Up to 10 paid holidays per year.

- Optional enrollment in the Federal Judiciary employees' long-term care insurance, Flexible Spending Accounts (FSAs) and commuter benefits program.
- Time-in-service with other Federal Agencies and prior military service will be taken into consideration in computing employee benefits.

### **APPLICATION PROCEDURES**

All applicants are **required** to submit a cover letter (include duty station preference) and an AO78 Application for Judicial Branch Federal Employment form to:

E-mail to: [caep\\_hr@caep.uscourts.gov](mailto:caep_hr@caep.uscourts.gov)  
Faxed to: 916.930.4391

Application forms may be obtained from our website at <http://www.caep.uscourts.gov/employ.htm>

**Non-submission of the required cover letter and/or application form or incomplete application forms will be disqualified from further consideration.**

- \* The United States Probation Office, Eastern Judicial District of California, is headquartered in Sacramento, with offices in Roseville, Elk Grove, Redding, Modesto, Fresno (Divisional Office), Visalia, and Bakersfield. Although it is the agency's policy to try to accommodate individual duty station preferences, all employees of the United States Probation Office are subject to transfer to any office in the judicial district, if necessary, to perform the work of the courts.
- \* The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.
- \* Applicants must possess a valid drivers license.
- \* This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- \* 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.
- \* Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response regarding their application status.
- \* Applications received after August 31, 2009, will not be considered.

**\*\*THE UNITED STATES PROBATION OFFICE  
IS AN EQUAL OPPORTUNITY EMPLOYER \*\***