



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

OPENS: February 5, 2018

CLOSES: March 5, 2018

POSITION TITLE: UNITED STATES PROBATION OFFICER (Entry Level)

ANNOUNCEMENT NUMBER: 18-USPO-01

LOCATION OF POSITION: U. S. Probation Office
Eastern District of California

**CLASSIFICATION LEVEL/
SALARY RANGE:** CL-23 \$41,776 to \$64,176 annually - Sacramento Area
Pay Table SAC (LEO)

CL-23 \$38,600 to \$59,298 annually - Fresno
Pay Table RUS (LEO)

Starting salary will be set at CL-23/Step 1 (\$41,776 Sacramento; \$38,600 Fresno). Position may have promotion and future salary potential CL-23 to CL-28 (\$41,776 - \$103,234 Sacramento; \$38,600 - \$95,388 Fresno).

Candidates will find the U. S. Probation Office in the Eastern District of California is a great place to launch or continue a career with the federal court system. We offer a stable, positive and professional work environment, a competitive salary range and full federal benefits. Our agency is currently comprised of 87 staff members and our district headquarters is located in Sacramento with a divisional office located in Fresno. There are currently field offices in Roseville, Elk Grove, Redding, Modesto, Visalia, and Bakersfield. For those not familiar with the Eastern District of California, it is an ideal place to live due to an affordable cost of living relative to other cities in California and great weather. Sacramento is in close proximity to areas such as San Francisco, Lake Tahoe, and Napa Valley; Fresno is geographically located in the center of California and is in close proximity to Yosemite National Park, Kings Canyon National Park, and Sequoia National Park.

Geographically, the Eastern District of California includes 34 counties in the central valley from the Oregon border to Bakersfield.

Representative Duties:

The U. S. Probation Officer (Entry Level) serves in a Judiciary law enforcement position and assists in the administration of justice. Under the guidance and direction of a Supervisory Officer, incumbent will have graduated responsibilities to conduct investigations, provide sentencing recommendations to the court, and supervise offenders. The representative duties and responsibilities include but are not limited to the following:

- Conducts investigations, which include offense, prior record, and personal and family data. Compiles, analyzes, and evaluates information gathered during presentence investigations. Prepares presentence reports. Presents presentence reports and sentencing recommendations to the court.
- Supervises offenders to facilitate adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment, as necessary. Develops and implements supervision plans.
- Maintains personal contact with offenders through office and community/home visits and by telephone. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, and employment and training sources.

- Initiates contacts with, replies to, and seeks information from organization and persons concerning offenders' behavior and conditions of supervision. Detects and investigates possible violations and implements appropriate alternatives and sanctions. Reports violations to appropriate authorities.
- Maintains a detailed written record of case activity. Is responsible for such case records as are required by the Court, the Administrative Office of the United States Courts, and the Chief Probation Officer.
- Performs such other duties as the Court may require.

Qualifications:

- To qualify for the position of Probation Officer, a person must possess a four-year degree (at the time of appointment) from an accredited college or university in a related field of study.
- Preferred skills include excellent verbal and written communication, problem solving abilities, good analytical skills, good computer skills, unwavering integrity and strong ethics.

Citizenship:

Applicant must be a U.S. citizen or a lawful permanent resident that is eligible to work in the U.S. and is either currently seeking U.S. citizenship or intends to become a U.S. citizen when eligible.

Requirements:

- Because Probation Officers are covered under Law Enforcement Retirement as defined in Title 5, United States Code, Chapters 83 and 84, applicants must be under the age of 37 when hired and must meet minimum physical requirements.
- Successful applicants must undergo a full field background investigation by the Office of Personnel Management.
- 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. 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>.
- Within the first year of employment, new officers will attend a six week training program (Federal Probation and Pretrial Academy) located at the Federal Law Enforcement Training Academy in Charleston, South Carolina.
- 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.

Personal Characteristics:

A successful candidate must be mature, responsible, poised, organized and meticulous. Must also possess tact, good judgment, initiative, and the ability to work with a wide variety of people with diverse backgrounds.

Employee Benefits:

United States Probation Office employees 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 Employees Retirement System 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 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 Process:

To apply for this position, qualified candidates are **required** to submit the following **in one pdf document in the following order**:

- A cover letter addressed to Robert A. Ramirez, Chief U.S. Probation Officer, explaining your interest in pursuing this position and specifying your duty station preference;
- Resume;
- AO-78, Federal Judicial Branch Application for Employment (available at <http://www.caep.uscourts.gov> or <http://www.uscourts.gov>);
- College Transcripts
- Title the pdf document as follows: Last Name – First Name – 18-USPO-01

Failure to submit the required documents in one pdf document will result in immediate disqualification. Incomplete applications will not be considered, retained, or returned. Only one application per candidate will be accepted for this announcement.

E-mail to: caep_hr@caep.uscourts.gov
Subject: 18-USPO-01

Additional Information:

- 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 practice 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 driver's 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 March 5, 2018, will not be considered.

****THE UNITED STATES PROBATION OFFICE
FOR THE EASTERN DISTRICT OF CALIFORNIA
IS AN EQUAL OPPORTUNITY EMPLOYER ****