



**UNITED STATES PROBATION OFFICE
EASTERN DISTRICT OF CALIFORNIA
POSITION VACANCY ANNOUNCEMENT
NEW APPOINTMENTS AND TRANSFERS WITHIN THE JUDICIARY**

OPENS: January 13, 2020

CLOSES: Open Until Filled
(Preference will be given to applications received by February 17, 2020)

POSITION TITLE: UNITED STATES PROBATION OFFICER

VACANCY ANNOUNCEMENT: 20-USPO-01

LOCATION OF POSITION: U. S. Probation Office
Eastern Judicial District of California
(All Duty Stations)

STATUS: Full-Time Positions Available

CLASSIFICATION LEVEL: (CL) 27/28: \$51,208 - \$99,762 per annum
(RUS Pay Table) Fresno, Modesto, Visalia, and Redding

(CL) 27/28: \$55,810 - \$108,727 per annum
(SAC Pay Table) Sacramento, Roseville, and Elk Grove

(CL) 27/28: \$58,478 - \$113,924 per annum
(LA Pay Table) Bakersfield

(The salary at time of appointment will be set in accordance with the Court Personnel System. 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 SAC Pay Table, RUS Pay Table or LA Pay Table [depending on duty station.] The agency is unable to match locality pay.)

The United States Probation Office for the Eastern District of California has several openings for a United States Probation Officer positions. By statute, probation officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations and present recommendations to the court. United States Probation Officers in the Eastern District of California are committed to enhanced community supervision programming focusing on Evidence-Based Practices (EBP).

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 83 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.

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

PRIMARY DUTIES

Investigative Duties: The incumbent conducts investigations and prepares reports assessing convicted individual's ability to pay fines, restitution, cost of prosecution, incarceration, and supervision. 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 including identifying various variance criteria.

Supervision Duties: The incumbent develops a supervision plan for offenders, maintains case records, and maintains personal contact with offenders to ensure adherence to court-imposed conditions and required correctional treatment. Incumbent will also coordinate, monitor, and verify offenders' activities with substance abuse facilities, counselors, shelters, and/or employment facilities. Selected candidate will also monitor offenders' sources of income, lifestyle, and associates to assess risk and compliance, detect and investigate violations, report violations to the court, and implement appropriate alternatives or sanctions.

A copy of the complete position description for CL-27 United States Probation Officers and CL-28 United States Probation Officers is available on our website: www.caep.uscourts.gov.

QUALIFICATIONS

To qualify for the position of U. S. Probation Officer at CL-27 or CL-28, 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.

CL-27: Two years of specialized experience, including at least one year equivalent to work at the CL-25 level
or
Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

CL-28: 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, 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 (not considered specialized experience). Also, any volunteer or unpaid internship experience obtained prior to the completion of a bachelor's degree is not considered creditable (not considered specialized experience).

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 37th 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

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 Probation and Pretrial Services Academy (FPPA) in Charleston, South Carolina.

CITIZENSHIP

Applicants must be citizens of the United States or eligible to work in the United States. To review citizenship requirements for employment in the Judiciary, please visit <http://www.uscourts.gov>.

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 Long-Term Care Insurance Program (FLTCIP) 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 must submit the following **in one pdf document in the following order**:

- An introductory cover letter* addressed to Chief U. S. Probation Officer Mindy McQuivey, 501 I Street, Suite 2500, Sacramento, CA 95814 (see instructions below)
- A current detailed resume (including training that you have completed and certifications obtained)
- AO-78, Federal Judicial Branch Application for Employment
(download from <http://www.caep.uscourts.gov> or <http://www.uscourts.gov>)
- last two annual performance appraisals as a Probation Officer
- Title the pdf document as follows: Last Name - First Name - 20-USPO-01

*The cover letter should include the following information; however, not exceed two pages:

- the vacancy announcement number (20-USPO-01)
- why you are interested in the position
- overall qualities and/or strengths that you will bring to the position
- detailed information addressing specific qualifications and relevant specialized experience
- Evidence Based Practices training and certifications obtained
- top duty station preferences
- if you have a preference working in a Presentence Investigation Unit or a Supervision Unit

Failure to submit the cover letter, resume, AO-78, and the last two performance appraisals 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

- * 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 testing, interviewing, 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.
- * Preference will be given to applications received by February 17, 2020.

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