



U.S. Probation Office  
Eastern District of California  
501 I Street, Suite 2500  
Sacramento, CA 95814  
(916) 930-4300

**Fresno/Visalia Pay Table:**

CL-30: \$100,113 - \$162,726 per annum

**Bakersfield Pay Table:**

CL-30: \$116,128 - \$188,757 per annum

(The salary at time of appointment will be set in accordance with the Court Personnel System. Lateral transfers will be considered for probation officers currently employed in other districts. A lateral transfer is considered an officer's current Classification Level (up to CL-30) and Step from their current pay table to pay table of duty station. The agency is unable to match locality pay.)

# U.S. PROBATION OFFICE EASTERN DISTRICT OF CALIFORNIA

Vacancy Announcement: 25-02

## Supervisory U.S. Probation Officer

**LOCATION:**

**Fresno, Visalia, or Bakersfield**

**POSTED:**

2/5/2025

**CLOSING DATE:**

2/21/2025 by 5 PM PST

**REPORTS TO:** Assistant Deputy  
Chief Probation Officer

**STATUS:**

Full-Time Permanent

**CLASSIFICATION:**

CL-30

The U.S. Probation Office for the Eastern District of California is currently recruiting for a Supervisory United States Probation Officer in Fresno, Visalia, or Bakersfield. The Supervisory U.S. Probation Officer is responsible for the quality and quantity of all presentence, probation, and supervised release (parole) services provided by a unit comprised of probation officers. This position will manage a unit of probation officers who provide supervision services in the Fresno, Visalia, or Bakersfield offices. In addition to various administrative and operational duties, the supervisor may supervise a small caseload, as needed, to assist the Post-Conviction Unit with its workload demands. However, this supervision workload will be adjusted accordingly to ensure the primary duties of the position are not significantly compromised.

Candidates will find the U.S. Probation Office in the Eastern District of California is a great place to 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 80 staff members and our district headquarters is located in Sacramento with a divisional office in Fresno. There are post-conviction offices in Sacramento, Fresno, Roseville, Redding, Modesto, Visalia, and Bakersfield.

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

**Representative Duties:**

- Assigns and monitors all investigation, supervision, and other case work assigned to officers in the unit.
- Reviews and evaluates all work in the unit including presentence investigation reports, case records, and correspondence to ensure maintenance of service delivery and adherence to existing policies, procedures, and guidelines.
- Confers regularly with probation officers; provides direction and assistance to the officers on improving investigative, supervision, and writing skills. Assists probation officers in meeting the needs of offenders with complex

problems and circumstances; provides leadership in the development of sentencing alternatives, utilization of community resources, and the application of professionally sound case management principles. Assists the administration, probation officers, and other staff with fostering and perpetuating the Charter for Excellence.

- Determines the adjustment of offenders under supervision in consultation with the assigned probation officer; assists in decision making for recommendations for early termination, extension of supervision, and probation revocation; approves all recommendations to the court or U.S. Parole Commission for issuance of a warrant or summons for revocation.
- Assures continuing staff development by planning and implementing orientation and in-service training, holding individual staff conferences, and increasing levels of responsibility in assignments.
- Assumes the responsibility for case handling of emergency situations in the absence of probation officers.
- Conducts unit staff meetings to identify performance and operational problems, and to develop appropriate solutions.
- Evaluates the performance and professional development of the probation officers in the unit on a systematic and regular basis.
- Responsible for staff relationships and morale within the unit, encouraging loyalty and enthusiasm; maintains a supportive atmosphere for staff utilization of management personnel and resources.
- Serves as a major communication catalyst and link between line staff and the administration, assuring implementation of administrative direction while concurrently providing information to the Chief Probation Officer for future administrative action.
- Participates with the Chief, Deputy Chief, Assistant Deputy Chief Probation Officers and other administrative staff in development of programs and policies to increase the effectiveness of the office.
- Supervises particularly difficult or highly sophisticated offenders as may be required.
- Conducts and completes presentence investigations and other reports on unusually sensitive or complex criminal cases as may be required.
- Develops understanding and cooperative relationships with other law enforcement and community service agencies.
- Explains probation, supervised release, parole, and other correctional services to public and civic groups.
- Supervises the field travel and leave to include review and approval of all travel vouchers and leave of officers in the unit.
- Manage a correctional rehabilitative program and/or services for defendant/offender population, when necessary to do so.
- Occasionally performs the duties of a probation officer.
- Performs related duties as required by the Chief, Deputy Chief and Assistant Deputy Chief Probation Officers.

***Job Requirements:***

The incumbent must possess a thorough knowledge of the following: the criminal justice system; federal probation and parole legal requirements; policies and procedures; sentencing guidelines and applicable case law; investigative and supervision techniques; and the roles, responsibilities, and relationships among the Federal Courts, U.S. Parole Commission, and the Federal Bureau of Prisons. The incumbent must also have a thorough understanding of PACTS and demonstrate the ability to use PACTS reports and data to analyze and guide the work of officers. He or she must further demonstrate the ability to use PACTS data to assess trends and ensure evidence-based practices.

The incumbent should possess the ability to work with law enforcement agencies at different governmental levels, community service providers, and other courts, and skill in applying various statutes and implementing regulations. He or she must have the ability to communicate orally and in writing, both clearly and concisely, with a variety of persons such as judicial officers, attorneys, and offenders. He or she must possess a working knowledge of legal research techniques, database and spreadsheet software, and skill in using personal computers and computer software (i.e., Word, Outlook, and other Windows-based software approved for office use.)

The ability to perform all the duties/responsibilities required of the personnel directly supervised; develop or accept recommendations from subordinates to increase productivity or quality; keep subordinates informed of the policies and procedures of the organization as a whole; assure equity among subordinate units in terms of performance standards, rating techniques of employees, and work performed; recommend or advise superiors on proposed changes to enhance the overall capability/productivity of the total organization; assist with employee problems when possible, and effecting disciplinary actions when required.

Possess demonstrated experience and temperament supervising a variety of cases and making required judgements to balance the responsibilities of executing the court's orders, protecting the public, and addressing the needs of those under supervision.

***Qualifications:***

**Required Education**

All probation officer positions require completion of a bachelor's degree from an accredited college or university in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in this position.

**Required Experience**

By the closing date of this announcement, to qualify at the CL-30 level, the applicant must possess a minimum of three years of specialized experience, including at least one year as a probation/pretrial services officer in the U.S. Courts.

**Specialized Experience**

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. Experience as a police, custodial, or security officer, other than any criminal investigation experience is not considered specialized experience.

**Preferred Experience**

Current U.S. Probation Officer experience is preferred. The candidate must have demonstrated and sustained exceptional performance.

**Management Experience**

To qualify at this level, applicants must meet the above experience requirements. In addition, the applicant must have experience and skills in dealing with others in person-to-person work relationships, the ability to exercise mature judgment, a thorough knowledge of the basic concepts, principles, and theories of management, and the ability to understand the managerial policies applicable to the court unit involved.

**Background Investigation, Drug Screening and Medical Standards**

U. S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing or the initial OPM background investigation. However, all applicable standards for the background reinvestigation apply. The Chief U.S. Probation Officer of the receiving district may, at his or her discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined.

### **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 Chief U.S. Probation Officer Mindy McQuivey, 501 I Street, Suite 2500, Sacramento, CA 95814 **stating your preferred duty station and explain your rationale for applying for this position, highlighting your skills, leadership style, how you compliment the current leadership team, and overall goals for the district.**
- a detailed resume
- AO-78, Federal Judicial Branch Application for Employment, Revised 5/2024  
(download from <http://www.caep.uscourts.gov> or <http://www.uscourts.gov>)
- please email the titled pdf document (**Last Name – First Name – 25-02**) to **caep\_hr@caep.uscourts.gov**

*Failure to submit the cover letter, resume, and AO-78, 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.*

- Applicants for law enforcement officer positions are required to complete the AO 78, Federal Judicial Branch Application, Revised 5/2024. The application form must be filled out thoroughly to determine eligibility for the position. This includes the **Optional Background Information (questions, 19, 20, and 21) on page 5** of the application form.
- The U.S. Probation Office, Eastern Judicial District of California, is headquartered in Sacramento, with offices in Roseville, 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 U.S. Probation Office are subject to transfer to any office in the judicial district, if necessary, to perform the work of the courts. The individual's duty station is at the discretion of the Chief.
- More than one position may be filled from this announcement.
- 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.
- The officer's performance will be monitored closely during the first year in this position.
- 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 5 PM Pacific Standard Time on 2/21/2025 will not be considered.**
- The U.S. Probation Office for the Eastern District of California is an Equal Opportunity Employer.