



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

Sacramento Pay Table:

CL-27: \$65,548 - \$106,578 per annum

Fresno Pay Table:

CL-27: \$59,431 - \$96,632 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 support supervisors currently employed in other districts. A lateral transfer is considered a supervisor's current Classification Level (up to CL-27) and Step from their current pay table to the pay table of duty station. The agency is unable to match locality pay.)

U.S. PROBATION OFFICE EASTERN DISTRICT OF CALIFORNIA

Vacancy Announcement: 25-08

Probation Support Supervisor

LOCATION: [Sacramento or Fresno](#)

STATUS: Full-Time Permanent

POSTED: 6/9/2025

CLOSING DATE: 4 PM on 6/23/2025

REPORTS TO: Deputy Chief U.S. Probation Officer

CLASSIFICATION: CL-27

HOURS: Monday – Friday, 8:00 AM – 4:30 PM

The U.S. Probation Office for the Eastern District of California has an immediate opening for one full-time Probation Support Supervisor position in Sacramento or 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 76 staff members and our district headquarters is located in Sacramento with a divisional office located in Fresno. There are currently field offices in 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.

Job Summary: The Probation Support Supervisor performs professional and managerial work related to supervision and oversight, operations management, case management, operations support, and administrative support to probation officers and upper management. The incumbent primarily directs and supervises support staff and ensures compliance with the appropriate policies and procedures. This includes supporting and assisting with training of new staff and other administrative duties as assigned.

Representative Duties: The incumbent performs the following duties for the U.S. Probation Office.

Representative duties include, but are not limited to, the following:

- Serve as a direct supervisor for probation support staff. Manage, develop, and mentor support staff involved in operations, including establishing standards, assigned and reviewing work, evaluating performance, and handling disciplinary actions. Advises upper

management as to the status of training process for new staff.

- Oversee the operations of support staff. Establish work procedures, conduct staff meetings, provide information and delegate work fairly and consistently. Oversee work product and processes, provide guidance, and provide additional support as needed.
- Manage support operations through coordinating and communicating office procedures with support staff. Reallocate duties depending on workload fluctuations. Establish employee performance standards that support the mission of the district. Problem solve work related problems.
- Monitor and manage criminal history programs/applications as required. Comply with policies and procedures as it applies to other law enforcement applications. Use reports to track and manage appropriate applications.
- Develop and implement operational policies and procedures. Assists in drafting and preparing policies and procedures as necessary directed by upper management.
- Assist, communicate and respond to requests from upper management with regard to district operations and special projects as assigned.
- Ensure and track employees are receiving and up to date with other training requirements. Ensure supervisory or back up coverage through effective communication.
- Research, analyze, and prepare data and reports as needed. Comply with the Guide to Judiciary Policy, applicable Administrative Office policies and procedures, and internal controls guidelines. Abide by the Code of Conduct for Judicial Employees. Demonstrate sound ethics and good judgement at all times. Display and maintain handling of confidential information.
- Assists probation officers in compiling and verifying criminal histories/profiles. Runs, reads, and interprets record checks through local and national databases and files which may include requesting additional reports as needed. Conducts inquiries with collateral agencies, collection verifiable and supportable documentation, and performing similar activities. Enters data and information into the office's computerized database system (PACTS).
- Prepares and processes forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Contacts various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtains related records regarding persons on supervision following established practices and protocols. Prepares and updates case files and reports for investigations and for supervision, at the direction of an officer and in accordance with established policies and procedures.
- Composes routine correspondence for officers. Monitors and processes monthly supervision reports, provides a list of delinquent reports to officers, and sends letters to persons on supervision concerning delinquent reports. Verifies financial status/balances and notifies officers. Receives and transfers case files from other districts. Makes chronological entries in case files, based on direct communication with other districts or from information provided by the officer.
- Interact effectively with public and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures.

- Display performance management skills through assessing and documenting employee's performance.
- Facilitate, mediate, and effectively communicate sensitive matters with upper management, while maintaining confidentiality. Use mediation and problem solving skills when managing conflicts in the workplace.
- Effectively manage and track support staff's schedules and timesheets.
- Other duties as assigned.

Qualifications: The minimum qualification requirements for this position are:

- High school graduate or equivalent
- **CL-27:** Two years of specialized experience

SPECIALIZED EXPERIENCE:

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Court-Preferred Skills: A Probation Support Supervisor must possess the ability to communicate effectively with a wide variety of people of diverse backgrounds; ability to work in a diverse office environment with frequent interruptions; ability to maintain a professional and approachable disposition; possess the ability and demonstrate the willingness to increase knowledge and skills; possess the ability and desire to function effectively and harmoniously in the office environment; possess demonstrated and sustained exceptional work performance. The following is a desirable skill for a Probation Support Supervisor; however, is not required: Bilingual (English/Spanish).

Required Clearances: A criminal background investigation (requiring the applicant to be fingerprinted) will be conducted on the person selected for hire.

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. To review citizenship requirements for employment in the Judiciary, please visit <https://www.uscourts.gov>.

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 and/or Roth Thrift Savings Plan (TSP)--similar to a 401K plan (with up to 5% match).
- Voluntary participation in Federal health insurance, dental, and vision programs.
- Voluntary participation in the Federal Employees' Group Life Insurance Program.
- Up to 11 paid holidays per year.
- Optional enrollment in the Federal Long Term Care Insurance Program (FLTCIP), Federal Judiciary employees' Flexible Spending Accounts (FSAs) and commuter benefits programs.

- 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 Chief U.S. Probation Officer Mindy McQuivey, U.S. Probation Office, 501 I Street, Suite 2500, Sacramento, California 95814 **stating your preferred duty station, strengths and values you bring to this position, and why you want to be a Probation Support Supervisor.**
- a current detailed resume (including training that you have completed and certifications obtained)
- AO-78, Federal Judicial Branch Application for Employment (Revised 5/2024)
(download from <https://www.caep.uscourts.gov> or <https://www.uscourts.gov>)
- please email the titled pdf document (**Last Name – First Name – 25-08**) to caep_hr@caep.uscourts.gov

Failure to submit the above 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.

- All employees (except law enforcement officers) of the U. S. Probation Office are considered “at will” employees and, as such, can be terminated with or without cause by the Court.
- 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.
- 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 4 PM Pacific Standard Time on 6/23/2025 will not be considered.**
- The U.S. Probation Office for the Eastern District of California is an Equal Opportunity Employer.