



VACANCY ANNOUNCEMENT

UNITED STATES PROBATION

Southern District of California
www.casp.uscourts.gov

Announcement # 21-01

Position	U.S. Probation Officer
Date Opened	October 23, 2020
Closing Date	Open until filled. More than one position may be filled from this announcement.
Location	San Diego Main Office, 101 W. Broadway, Suite 700, San Diego, CA 92101
Classification Level & Salary Range	Salary* Depending on Qualifications CL 25 \$49,318 – \$78,983 CL 27 \$57,312– \$93,128 CL 28 \$68,673 – \$111,653

Promotion potential will be at the discretion of the Chief U.S. Probation Officer without further competition. This vacancy and placement in salary range is contingent on budget availability.

Duties and Responsibilities

The U.S. Probation Officer performs a full range of duties and responsibilities including but not limited to the following:

- Conducts presentence investigations and prepares reports for the Courts 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, etc. The purpose of these activities is to ascertain the offender's background, to assess the probability of future criminal behavior, to determine profit from the offense and any restitution, and to determine the offender's ability to pay fines and costs of prosecution, incarceration, and supervision. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.
- Presents presentence report and sentencing recommendations to the Court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the Court to facilitate proper imposition of sentence.
- Supervises offenders conditionally released to the community on probation, supervised release, parole, mandatory release, and military parole to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.
- Maintains personal contact with offenders through office and community visits and by telephone. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Responsible for detection of substance abuse and implements the necessary treatment or violation proceedings. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment and training.
- Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.
- Conducts preliminary interviews and other investigations as required.
- 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 be a U.S. citizen and possess a four-year degree from an accredited college or university in a related field of study.

In addition to meeting education requirements, applicants must also have specialized experience*. The required experience and educational substitutions for each classification level are as follows:

CL-25

One year of specialized experience equivalent to work at the CL-23

or

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;

or

Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

CL-27

Two years specialized experience, including at least one-year equivalent to work at the CL-25.

CL-28

Two years specialized experience, including at least one-year equivalent to work at the CL-27.

***Specialized experience** is 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**.

Preferred Qualifications

- Preferred experience includes: Preparing presentence reports for the Court and supervising offenders in the community. Supervision experience should include knowledge of evidence based practices in community corrections; these include, but are not limited to, risk assessment, risk-based supervision, cognitive behavioral treatment and motivational interviewing techniques.

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>.
- New officers will attend a six-week training academy at the Federal Law Enforcement Training Academy in South Carolina within the first year of employment.
- 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.

Apply by Submitting

1. A resume
2. Cover letter
3. College transcripts (unofficial), and
4. Application for Federal Judicial Employment (AO78)
 - Link to application form AO78: <http://www.uscourts.gov/forms/AO078.pdf>

Email (single PDF document preferred) to: careers@casp.uscourts.gov

Subject: Human Resources Announcement # 21-01

Additional Information

U.S. Probation reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. Only qualified applicants will be considered for this position.

The Court is not authorized to reimburse travel expenses for interviews or relocation. Please note the best qualified candidates will be tested to determine level of skill/knowledge and final candidates will undergo a fingerprint and background check.

For detailed benefit information, please visit: <https://www.uscourts.gov/careers/benefits>

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