



VACANCY ANNOUNCEMENT

UNITED STATES PROBATION
Southern District of California
www.casp.uscourts.gov

Announcement # 21-08

POSITION	Probation Officer Assistant
DATE OPENED	March 12, 2021
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	CL 24 \$46,916 – \$74,012 CL 25 \$49,836 – \$79,735
	Depending on Qualifications
	Full time – Temporary (one year and one day) with potential for extension or conversion to permanent status without further competition, subject to funding.

DUTIES AND RESPONSIBILITIES

The Probation Officer Assistant serves in a judiciary law enforcement position under the direction and guidance of a probation officer or supervisor. The incumbent provides technical and administrative support and assistance to probation officers, primarily assisting with the supervision of low-risk cases, compiling information for investigations, coordinating with collateral agencies, drafting reports and correspondence, and performing similar duties.

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

- Under the guidance of a probation officer, supervise a caseload of low-risk offenders requiring contact by telephone, in the office, and in the field. Investigate employment, sources of income, lifestyle, and associates to assess risk and determine compliance. Maintain case files and records, as well as detailed chronological records of activity.
- Assist probation officers with less complex investigations to include compiling criminal histories, and profiles, running record checks through local and national databases, conducting inquiries with collateral agencies, and performing other similar activities. Provide officers with accurate and factual information to assist in their completion of probation reports. Under guidance from a probation officer, draft and submit selected reports. Observe, and apprise the supervisor of the lifestyle, personal problems, and needs of offenders. Assist in the development of community resources to meet those needs.
- Under the guidance of a probation officer, respond to judicial officers' requests for information and occasionally testify in court, accompanied by a probation officer, regarding the basis for factual findings and, if applicable, guideline applications.
- Conduct collateral investigations and draft and submit collateral reports, which may entail making telephone, office, and/or field contacts. Perform record keeping.
- Collect and conduct urine tests on offenders of the same gender and maintain appropriate records.
- If bilingual or multilingual, assist officers and non-English speaking offenders, family members, and witnesses in translating speech, documents, and correspondence, as required.
- Operate various criminal justice, law enforcement, and probation automated systems. Participate in ongoing training and development programs.
- Perform other appropriate duties as assigned.

REQUIRED COMPETENCIES

- Knowledge of probation and parole processes and procedures, court processes, and legal terminology. Knowledge of the criminal justice system including the interrelationships between the federal courts, federal probation, and various law enforcement agencies.
- General knowledge of available community resources. Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities. Basic knowledge of techniques used in supervising offenders and basic knowledge of sentencing guidelines.
- Basic skill in assisting probation officers with supervision of offenders in selected low risk cases, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Ability to organize, prioritize, compile and summarize work within established time frames. Ability to follow safety procedures.
- Ability to work under pressure of short deadlines and follow detailed instructions accurately.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders. Ability to interview and gather needed information.

SALARY AND QUALIFICATIONS

Starting salary depends on education and experience. An Associate's degree or 60 units from an accredited college or university in a related field of study which provides evidence of the capacity to understand and apply legal requirements and human relations skills, such as criminal justice, criminology, law, psychology, social work, sociology, human relations, business, public administration or any of the behavioral sciences are preferred

In addition to meeting education requirements, applicants must also have at least one year of specialized experience to qualify. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical or administrative 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 resource/payroll operations.

PREFERRED QUALIFICATIONS

- Two years of specialized experience.
- A bachelor's degree in a related field.
- Demonstrated knowledge, experience and ability to understand and apply legal standards and the human relations expertise necessary to interact with those under supervision, their family members and others.

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.

BACKGROUND INVESTIGATION

As a condition of employment, the selectee must successfully complete a background investigation, which includes a medical examination, credit check and drug screening. In addition, the incumbent will be subject to 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. Retention in the position will depend upon a favorable suitability determination.

MEDICAL REQUIREMENTS & WORKPLACE DRUG TESTING

Prior to employment, the selectee(s) considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee(s) may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent(s) will be subject to ongoing random drug screening, 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 and officer assistants are available for public review at <http://www.uscourts.gov>.

PHYSICAL REQUIREMENTS

The duties of probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who may 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 exercises, 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, officers and officer assistants 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 and officer assistants must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable of efficiently performing these duties and are subject to fitness for duty evaluations. Vision and hearing must also be adequate to perform the duties listed safely and effectively. Travel within the district is required. A valid driver's license is required to conduct field work.

MAXIMUM AGE ENTRY

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 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.

CONDITIONS OF EMPLOYMENT

Applicants must be United States citizens. All application information is subject to verification. Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#). This position is subject to mandatory electronic funds transfer for payroll direct deposit.

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**) to: careers@casp.uscourts.gov
Subject: Human Resources Announcement # 21-08

ADDITIONAL INFORMATION

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

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.

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.

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