



VACANCY ANNOUNCEMENT

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

Announcement # 21-10

Position	Supervising U.S. Probation Clerk
Date Opened	April 16, 2021
Closing Date	Open until filled. Preference will be given to applications received by May 10, 2021.
Location	San Diego Main Office, 101 W. Broadway, Suite 700, San Diego, CA 92101
Classification Level & Salary Range	CL 25 \$47,842 – \$77,741 CL 26 \$52,681 – \$85,617
	Depending on Qualifications

DUTIES AND RESPONSIBILITIES

The Supervising U.S. Probation Clerk is located in the Clerical Division of the Probation Office. Representative duties include but are not limited to:

- Plan work to be accomplished by subordinates, including priorities and time schedules.
- Assign work to subordinates, considering the difficulty of the work and the employee's capability.
- Give advice or assist with work in progress.
- Approve, revise or reject completed work.
- Identify training needs, conduct training and establish performance standards.
- Hear and resolve complaints, assist with personnel problems when possible, and effect disciplinary actions when required.
- 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.
- Analyze and evaluate the procedures and work of the unit.
- Assist in the production of written procedures and reference manuals.
- Assume additional duties and responsibilities as required.

QUALIFICATIONS

To qualify for the position of Supervising U.S. Probation Clerk, a candidate must be a high school graduate or equivalent (college degree preferred) and must have one year of specialized experience equivalent to work at a CL-24. To qualify for the CL-26, a candidate must have at one year of specialized experience, equivalent to work at a CL-25. Two years supervisory experience preferred.

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.

In addition, the specialized experience must have included progressively responsible administrative,

technical, professional, supervisory or managerial experience that provided an opportunity to gain: (a) skill in developing the interpersonal work relationships needed to lead a team of employees, (b) the ability to exercise mature judgment and (c) knowledge of the basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

PERSONAL CHARACTERISTICS

A successful candidate must be professional and responsible and will also possess the following: Ability to communicate effectively both orally and in writing with a wide variety of people with diverse backgrounds. Ability to exercise sound judgment. Ability to organize and work under deadlines. Skill in analyzing situations and determining appropriate solutions to problems. Ability to be flexible and adapt to unanticipated needs and problems. Ability to develop and coach others. Ability to take initiative and work independently with minimal supervision. Ability to work as part of a team. Ability to maintain confidentiality and interact tactfully with a wide variety of persons. Ability to value continuous professional development.

NOTICE TO APPLICANT

- Applicants must be United States Citizens.
- Successful candidates will be required to take an applicable exam.
- A background investigation including fingerprinting and criminal history and credit checks will be conducted as a condition of employment.
- All application information is subject to verification.
- Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#).
- The court is not authorized to reimburse travel expenses for interviews or relocation.
- This position is subject to mandatory electronic funds transfer for payroll direct deposit.

APPLY BY SUBMITTING

1. A resume
2. Cover letter
3. Application for Federal Judicial Employment (AO 78)
 - 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 # 21-10

Incomplete application packets may not be considered.

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.

U.S. Probation employees serve under "Excepted Appointments." They are considered "at will" employees with the exception of U.S. Probation Officers who are "for cause." All U.S. Probation employees are required to adhere to a Code of Conduct which is available upon request. The U.S. Probation Office is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

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

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