



United States Pretrial Services Agency  
Eastern District of California  
**Career Opportunity**

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|----------------------------------|----------------------------------------------------|
| Position Title:                  | <b>Supervisory U.S. Pretrial Services Officer</b>  |
| Announcement:                    | FY19-02 ( <b>Revised- Extended Closing Date</b> )  |
| Classification Level:            | CL 29/30 (promotion potential without competition) |
| Salary Range:                    | \$69,780 - \$134,048                               |
| Duty Station:                    | Fresno, CA                                         |
| Opens:                           | February 14, 2019                                  |
| <b>Closing Date Extended to:</b> | <b>April 30, 2019</b>                              |

The Eastern District of California includes 34 counties located in the fast growing Central and Northern interior of California. Our district covers approximately 87,000 square miles, or roughly 55 percent of California's landmass. District Headquarters is located in Sacramento and we have divisional offices in Fresno and Bakersfield.

**Position Overview:** This position is open to current U.S. Probation and Pretrial Services Officers. The U.S. Pretrial Services Agency is seeking a highly motivated individual with a strong work ethic, unquestionable integrity, and demonstrated leadership experience to serve as a Supervisory U.S. Pretrial Services Officer in our Fresno office.

Fresno is at the heart of the San Joaquin Valley, a leading agricultural area of the United States, and is the closest major city to Yosemite, Kings Canyon, and Sequoia National Parks. Fresno is the fifth largest city in California and is the home of California State University, Fresno. This city is in close proximity to San Francisco, Monterey, Los Angeles and other great destinations. Residents living in Fresno will enjoy lower costs of living, as compared to other areas of California.

The selected candidate will also have the privilege of working at the Robert E. Coyle Federal Courthouse, a beautifully designed nine-story building completed in 2005. This courthouse is the tallest building in downtown Fresno and is surrounded by incredible landscaping.

**Duties and Responsibilities:** The Supervisory U.S. Pretrial Services Officer oversees the daily work of the pretrial services officers, specialists, and certain support staff positions. This position also has a wide range of responsibilities that include the following:

- Supervises pretrial services officers and support staff in their duties, including establishing standards, evaluating performance, handling minor infractions, and recommending disciplinary actions.
- Confers regularly with staff to provide direction and assistance in case situations and with general operational procedures. Receives, prioritizes, and assigns work to staff, ensuring that work is assigned fairly and equitably. Monitors time and attendance and evaluates and approves leave requests.
- Provides training and orientation for new staff members. Serves as a resource for officers and other staff to assist with performing work successfully and efficiently. Develops and implements training programs for officers and staff. Makes recommendations regarding new hires, personnel actions, and terminations.
- Reviews and edits written work, including case plans, correspondence, and reports submitted to the court. Ensures that recommendations made by officers to the court adhere to local and national policy and guidelines.
- Ensures adequate coverage for office activities, court appearances, etc. Conducts audits and reviews of case work. Analyzes management reports for efficient distribution of work. Establishes schedules and deadlines for completion of work. Conducts annual performance evaluations on all employees.

- Develops recommendations and advises the court on appropriate issues. Assists the chief or senior managers in the formulation and modification of office management policies. Assists in monitoring the work of vendors and contractors, and ensuring that contract terms are met.
- Communicates and responds to senior management requests regarding case operations. Staffs with the chief and/or senior management any unresolved personnel issues, court concerns, high profile matters/cases, or other issues that need guidance or resolution.
- Answers procedural questions for judges, staff, and the public. Abides by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrates sound ethics and good judgment at all times. Handles confidential and sensitive information appropriately.
- Encourages positive staff relationships and morale within the unit; encourages loyalty and enthusiasm; and encourages a supportive atmosphere between staff and management.
- Performs any or all duties of a pretrial services officer, including investigating and/or supervising defendants as needed. Serves as a major communication catalyst and link between line staff and administration.
- Performs other duties as assigned by the chief and/or senior management.

Note: Travel to our divisional offices, which may include overnight stay, will be required periodically contingent upon the needs of the agency. Overnight travel for training may also be required within and outside the district.

### **Qualifications**

**Required Education:** Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business/public administration is required for this position.

**Required Experience:** To qualify at the CL-29 level, the applicant must possess a minimum of three years of specialized experience as a U. S. Pretrial Services Officer or U.S. Probation Officer, including at least one year at the CL-28 level. To qualify at the CL-30 level, the applicant must possess a minimum of three years specialized experience as a U. S. Pretrial Services Officer or U.S. Probation Officer, including at least one year at the CL-29 level.

Specialized experience is defined as 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.

Candidates applying for this position must have three years invested as a U.S. Pretrial Services Officer or U.S. Probation Officer in order to continue eligibility under the federal law enforcement retirement provisions.

### **Preferred Experience/ Skills**

- Excellent oral and written communication skills.
- Ability to promote a positive work environment and maintain a professional and approachable disposition in the workplace.
- Possess exceptional leadership and organizational skills.
- Excellent time management skills; detail oriented; ability to handle multiple tasks simultaneously; and, learn new job tasks quickly and efficiently.
- Experience in a leadership role, completion of managerial/leadership training, and the ability to exercise mature judgement.

## **Conditions of Employment**

U.S. Pretrial Services Officers and 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 five year background reinvestigation apply. The Chief U.S. Pretrial Services 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:

- 1) Cover letter (\*see instructions below)
- 2) AO-78, Federal Judicial Branch Application for Employment  
(Download from <http://www.uscourts.gov>)
- 3) Last two annual performance evaluations
- 4) Updated resume
- 5) Separate memorandum describing your management philosophy
- 6) Three professional references not included on the AO-78 form.

\*Please address the cover letter to Gina L. Faubion, Chief Pretrial Services Officer, U.S. Pretrial Services Agency, 501 I Street, Suite 2-400, Sacramento, CA 95814. The cover letter should include: Experience you may have in a leadership/managerial role; training completed in areas of leadership; and reasons you believe would make you the best fit for the position.

Failure to submit the above documents will result in immediate disqualification. Incomplete applications will not be considered.

All application materials should be emailed in **one pdf attachment**. Failure to submit any of the above materials will result in immediate disqualification. Incomplete packets will not be considered.

**Please email all requested materials to: [humanresources@caept.uscourts.gov](mailto:humanresources@caept.uscourts.gov) (Please do not mail or fax documents)**

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## **Disclosures:**

- Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response.
- The U. S. Pretrial Services Agency is not authorized to reimburse candidates for interview or relocation expenses.
- This office reserves the right to amend or withdraw any announcement without written notice to applicants.
- All applications must be received by Tuesday, April 30, 2019.

**\*\*THE UNITED STATES PRETRIAL SERVICES AGENCY  
FOR THE EASTERN DISTRICT OF CALIFORNIA  
IS AN EQUAL OPPORTUNITY EMPLOYER\*\***