



# UNITED STATES DISTRICT COURT

EASTERN DISTRICT OF LOUISIANA  
PROBATION OFFICE

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**\*\*\*\*\* AMENDED NOTICE \*\*\*\*\***

**Position Title:** Supervisory United States Probation Officer

**Location of Position:** New Orleans, Louisiana; OR Hammond, Louisiana

**Vacancy Announcement Number:** 16-PRB-06

**Announcement Date:** Friday, March 18, 2016

**Extended Closing Date:** Friday, April 29, 2016

**Starting Salary/Classification Level:** \$67,537 - \$129,754 (CL 29- 30) (Depending on experience)

**Promotion Potential:** CL-30 without further competition  
(At the discretion of the Chief U.S. Probation Officer)

**Anticipated Starting Date:** To Be Determined

The United States Probation Office, for the Eastern District of Louisiana, is seeking to fill the position of Supervisory United States Probation Officer. This position may be assigned to any of the three units within the U. S. Probation Office (i.e., Pretrial Services, Presentence, or Post Conviction Supervision), at any time. **More than one position may be filled from this vacancy announcement.**

### Position Overview

The U. S. Probation Office, for the Eastern District of Louisiana, is a combined district which encompasses 13 parishes, 12 Active Article III Judges, 2 (Active) Senior Judges, and 5 Magistrate Judges. The headquarters office is located in New Orleans, Louisiana. The U. S. Probation Office employs more than 50 staff in a total of three locations.

Supervisory U. S. Probation Officers' are members of the management team reporting directly to the Deputy Chief U. S. Probation Officer. The incumbent will be expected to perform a full-range of high-level functional and supervisory work which encompasses the investigation and supervision of offenders/defendants. Specifically, Supervisory U. S. Probation Officers are responsible for providing leadership to formulate, supervise, and implement initiatives to achieve goals and objectives defined within either Court Services or Community Supervision units. The incumbent will assist the probation office in its continued efforts of creating an outcome based learning organization that taps human potential through dialogue, accountability, innovative ideas, and personal and professional growth.

Supervisory U. S. Probation Officers are considered hazardous duty, which may require irregular working hours, to include nights, weekends, and holidays. The incumbent may be expected to frequently travel to divisional offices.

**Representative Duties and Required Competencies:**

The incumbent is expected to perform the following:

- Assigns investigation and supervision cases to probation officers; enforces national and local policies and standards on case management; review and edit written work (including case plans, correspondence, and reports that are submitted to the court), ensuring that recommendations made by probation officers to the court adhere to local and national policy and guidelines; and conducts case reviews on an ongoing basis. Analyze management reports for efficient distribution of work. Establish schedules and deadlines for completion of work.
- Ensures that probation officers enforce court orders, completes timely risk assessments, and develops and implements effective treatment plans. Recommends search of offender/defendant premises as appropriate.
- Manage and/or assist in the formulation, implementation, and modification of supervision programming and subsequent policies/procedures for the offender/defendant population that encourages the use of Evidence Based Practices (i.e., Re-entry Court, Workforce Development, Veterans Court, Cognitive Behavioral Therapeutic programming, etc.) or Evidence Based Sentencing concepts.
- Complete periodic status reports within the required time frames. Review and approve financial reports, including agency expenditures. Ensure that statutes, regulations, and guidelines pertaining to federal offenders'/defendants' pre-sentence, post-conviction supervision, and pretrial matters are applied and adhered to. Ensure that staff understands federal and Administrative Office policies and procedures.
- Facilitate, mediate, and negotiate complex and sensitive matters with judges, supervisors, Chief Probation Officer, and staff (i.e., hazardous and non-hazardous duty). Respond to external complaints relating to case handling and provides ongoing staff development for probation officers on how to better manage their caseloads to include supervision and/or investigative techniques and organizational skills.
- Assist other senior managers and the Chief Probation Officer with making operating decisions, including allocating resources and developing policies and strategies. Meet with the Chief Probation Officer to review budget allocations, supervision issues, investigative matters, and policy developments. Regular travel to district branch offices to assess and evaluate activities may be required.

- Monitor programs which implement change management and quality control techniques. Organize work processes to optimize the use of time and resources, ensuring results meet expectations. Use statistical reports to monitor the overall management of cases, probation officer accountability, and take appropriate action. Serve as liaison between senior management and line staff to ensure the district's vision, mission, and guiding principles are communicated and reflected in the staff's service to the Court and Community.
- Participates on interview panels and recommends candidates for hire; assist with initial orientation for newly hired probation officers and follow-up training; establishes performance objectives and standards and prepares performance appraisals; and monitors and approves use of leave, including certain travel and/or attendance at conferences.
- Ensure employees receive process, policy, and procedural systems training, including initial, updated, or remedial training. Ensure supervisory coverage (i.e., office, court, etc.) through effective delegation of authority.
- Provides management and leadership to probation officers and other applicable staff. Establishes and maintains working relationships with staff to include hearing and resolving their concerns and interfacing with human resources when personnel issues arise.
- Supervises offenders, interacts with collateral agencies, conducts investigations, prepares presentence or pretrial bail reports, and presents recommendations to the Court. Assist with developing short-term and long-range workforce plans.
- Establish and maintain community partnerships (i.e., community outreach) for development of programs and services. Communicate clearly and effectively, both orally and in writing. Explain complex information, concepts, rules, and regulations to individuals and groups with varying experience and backgrounds, including counsel, law enforcement, collateral agency personnel at different government levels, community service providers, and offenders/defendants.
- Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential information in a careful and deliberate manner.
- Monitor community issues and events with special focus on alleviating hazardous office and field incidents. Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and morale.
- May perform any or all duties of a probation officer, including investigating and/or supervising offenders/defendants; and duties related to that of a Supervisory U. S. Probation Officer.

#### Qualifications

**Minimum Qualifications:**

To qualify for the position of Supervisory U. S. Probation Officer, applicants must be a U. S. citizen and possess a bachelor's degree from an accredited college or university in a related field of study. A minimum of three years of specialized experience as a U. S. Probation Officer is required, with at least one year at a CL28. For placement at CL 30, the selected applicant must have three years of progressively responsible experience gained after completion of bachelor's degree, including at least one year as a CL29. This experience must have included progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationship, (b) the ability to exercise mature judgment, and (c) a knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the Probation Office.

**Preferred Qualifications:**

The successful applicant must have excellent writing skills and have above average computer knowledge and skills. Preference may be given to applicants who have more than five years specialized experience in any specialty area such as Drug and Alcohol Treatment, Location Monitoring, Sentencing Guidelines, Workforce Development, and Evidence Based Practice Programming; and who have a master's degree or who are pursuing a master's degree program.

**Specialized Experience**

Progressively responsible experience and/or knowledge in the fields of pretrial services, presentence investigations, and post-conviction supervision. Specialized experience must be earned after the bachelor's degree has been granted.

Note: Experience as a police officer, FBI agent, customs officer, U. S. Marshal or similar positions, other than any criminal investigative experience, does not meet the requirements of specialized experience.

**Education Substitutions**

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

**Personal Characteristics and Skills (i.e., Preferred Skills)**

The Eastern District of Louisiana strives to maintain and grow a productive, progressive, and positive culture. We recruit and retain staff that promote, reflect, and thrive in that environment. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times. A successful

candidate will possess the following qualities: optimistic, introspective, honest, helpful, curious, adaptable, committed, and be accountable.

The ideal candidate will also:

- Have a record of displaying good judgment and of being a proven problem-solver who can provide innovative solutions to workplace problems as well as employee relation issues;
- Be expected to demonstrate an understanding of the Charter for Excellence and will exemplify such in their day-to-day behavior;
- Be skilled and knowledgeable about national initiatives impacting all disciplines within probation (i.e., Presentence, Post-conviction, and Pretrial Services).
- Have contributed to our system via participation in national workgroups and/or committees sponsored either by the Federal Judicial Center or the Office of Probation & Pretrial Services within the last seven years;
- Have a thorough understanding of PACTS and DSS and demonstrate how he or she has used PACTS and DSS reports to formulate solutions to problems. Further, he or she must demonstrate how data has been used to access trends and ensure evidence-based practices within their respective discipline (i.e., Pretrial Services, Presentence, and/or Post-conviction).
- Have extensive knowledge of management principles, practices, and techniques, and evidence-based practices and skilled in their application. A good understanding of program and service policies and procedures is essential to support decisions and to exercise good judgment. Must be a perennial learner with the desire to be an expert in our changing field.
- Have completed or currently enrolled in the Federal Judicial Center's Foundations of Management Program; and completion of the Federal Judicial Center's Leadership Development Program.
- Be skilled in communicating effectively; both orally and in writing, with individuals and groups to provide information, facilitate meetings, and influence decision-makers and strive for high level achievement.
- Have the ability to organize, oversee, and complete multiple projects simultaneously with limited supervision.
- Demonstrate the ability to assume and delegate responsibility, inspire confidence, secure cooperation, embrace diversity, flexibility, understand the importance of delivering high quality customer service, and serve as a member of a team.

- Demonstrate leadership by showing initiative to engaging in project management and establishing programs which helps to achieve an organization's mission and vision.
- Demonstrate how he or she has used technology, within the last three years, to improve a process within their respective discipline of the probation office.

Overall, the incumbent shall have substantial knowledge of and experience in the operations and management of federal probation services, including experience in both the supervision of offenders/defendants, conducting investigations and preparing presentence reports; excellent organizational leadership and management skills; knowledge of federal judiciary strategic direction, policies and procedures; knowledge and application of the U. S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure; knowledge of offender workforce development, evidence-based practices, and re-entry initiatives which are clearly linked to current and future operations and activities.

**Additional Information:**

- The aforementioned position is classified as law enforcement. As a condition of employment, incumbents will be subject to ongoing random and reasonable suspicion drug screenings, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. At the Chief Probation Officer's discretion, the most recent reinvestigation report completed on behalf of the applicant may be requested.
- If not already completed, selected candidates must make every effort to continuously enroll in the Federal Judiciary's Leadership Development Program within five (5) years from the date of appointment; completion and/or enrollment in Foundations of Management within one (1) year from the initial date of appointment, completion and/or enrollment in the New Supervisor's Program within two (2) years from the date of appointment and **continued participation in professional development programming.**

**Benefits:**

Employees of the United States Probation Office are not subject to regulations of the Civil Service Commission. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.

- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

**How to Apply:**

Interested candidates should submit a complete applicant's packet by **5:00 PM, Friday, April 22, 2016**, which includes:

- A letter of interest which includes a detailed narrative statement addressing specific qualifications and relevant experience that outlines your personal characteristics and management philosophy. The letter should address the knowledge, skills, and experience necessary to perform the duties of Supervisory U. S. Probation Officer. The letter should be no more than four pages, single space;
- Three professional letters of reference; and
- Kindly attach a resume and copies of the last two performance appraisals.

Applicants selected for final interviews will be required to prepare and make a presentation, not to exceed 15 minutes on the following:

- **Conflict Management:** The ability to encourage creative differences of opinions, anticipate and take steps to prevent counter-productive confrontations, manage and resolve conflicts and disagreements in a constructive manner, and support constructive resolution of conflicts.

*Describe your approach to conflict and the circumstances(s) in which the approach is used. Explain how conflict can be used within the organization as an opportunity for positive change, deepening relationships, and problem solving, thus building an environment that's more innovative, effective, and efficient.*

- **Leading Change:** The ability to bring about change, and build and cultivate that effectively sustains organizational change.

*Define your management philosophy and indicate how it supports leading organizational change. Likewise, explain how your leadership style hinders organizational change initiatives and provide a remedy to reduce such barriers.*

This concept is intentionally left open-ended to allow the applicant sufficient opportunity to explore the changing nature of the field of federal probation; and how the role of Supervisory U. S. Probation Officer

is critical to assisting the Eastern District of Louisiana in navigating through the various stages of change to achieve our overall objective.

Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response. Applicants must travel at their own expense. Relocation expenses may not be reimbursable.

**YOU MUST REFERENCE THE VACANCY ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST.** Applications will not be considered complete until all of the items listed have been received by Human Resources. All application material must be submitted **ELECTRONICALLY**, no exceptions.

Please email your complete applicant's packet to: [vacancies@laep.uscourts.gov](mailto:vacancies@laep.uscourts.gov)

Attachments must be saved as **one** PDF file - Multiple attachments **WILL NOT** be accepted

The U. S. Probation Office Eastern District of Louisiana reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool. Applicants invited for a personal interview will be subject to a criminal records check with law enforcement agencies.

*The United States Probation Office for the Eastern District of Louisiana is an Equal Opportunity Employer*



UNITED STATES PROBATION OFFICE

Eastern District of Louisiana

**Our Vision**

The Eastern District of Louisiana is a district where:

- Community safety is enhanced through facilitating effective positive change of individuals under supervision
- Integrity, impartiality and fairness are fundamental
- Inspiration and Collaboration foster positive innovation
- Each individual is unique and has opinions, values and experiences that are respected
- We strive to exceed expectations

**Our Guiding Principles**

- We model positive behavior, leadership and teamwork
- We value new ideas and encourage feedback
- We are focused on measurable outcomes
- We treat everyone with dignity, respect and fairness
- We are committed to servicing the court, community and each other
- We take a proactive role in the implementation of positive change

Unlocking Potential