



## U.S. Probation Office, Eastern District of Louisiana

WEBSITE  
[laep.uscourts.gov](http://laep.uscourts.gov)

PHONE  
504-589-3333

"WE ARE COMMITTED TO THE FAIR ADMINISTRATION OF JUSTICE, PROVIDING CONTINUITY OF SERVICES THROUGHOUT THE JUDICIAL PROCESS, AND BEING OUTCOME-DRIVEN. AS PROFESSIONAL CHANGE AGENTS, WE WORK COLLECTIVELY TO MAKE COMMUNITIES SAFER AND EFFECT A POSITIVE DIFFERENCE IN THE LIVES OF THOSE WE SERVE."



### NOTICE OF POSITION VACANCY

**POSITION TITLE:** STUDENT INTERN

**POSITION LOCATION:** NEW ORLEANS, LOUISIANA

**VACANCY ANNOUNCEMENT #:** 25-PRB-03

**OPENING DATE:** FRIDAY, APRIL 18, 2025

**CLOSING DATE:** APPLICATIONS RECEIVED BY CLOSE OF BUSINESS ON FRIDAY, MAY 9, 2025, WILL BE CONSIDERED FOR FIRST REVIEW OR UNTIL FILLED. **(MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT)**

**NOTE:** INTERNSHIP FROM DATE OF APPOINTMENT NOT TO EXCEED DECEMBER 31, 2025. THIS DATE MAY BE EXTENDED WITH THE APPROVAL OF THE CHIEF PROBATION OFFICER.

**JOB CLASSIFICATION/GRADE:** CL 21

**POSITION TYPE:** TEMPORARY, PART-TIME OR FULL-TIME (MINIMUM OF 20 HOURS PER WEEK)

\* WORK HOURS WILL BE ESTABLISHED IN ACCORDANCE WITH OFFICE NEEDS AND INDIVIDUAL SCHOOL REQUIREMENTS PRIOR TO APPOINTMENT.

**SALARY RANGE:** \$12.34 - \$20.08 PER HOUR (BASED ON EXPERIENCE)

### POSITION OVERVIEW

The duties of the Student Intern(s) would be performed under the direct supervision of a Supervisory U. S. Probation Officer (SUSPO) and/or the Chief Probation Clerk and may encompass obtaining and interpreting documents that pertain to the prior record and financial status of offenders/defendants, along with additional records received from other law enforcement agencies, attorneys, victims of crimes, schools, churches, employers, and social service agencies.

The Student Intern(s) may observe the U. S. Probation Officer during personal contacts with offenders as approved by the SUSPO. Student Intern(s) also perform other duties as assigned by the Chief, or Deputy Chief Probation Officers.

### HOW TO APPLY

Applicants must be citizens of the United States or be authorized to work in the United States.

Email the following in a single PDF file to [vacancies@laep.uscourts.gov](mailto:vacancies@laep.uscourts.gov):

- (1) Cover Letter
- (2) Resume
- (3) Judicial Branch Application

Please include the vacancy number of the position in the subject line of the email.

### BENEFITS

The Court is a qualifying employer for Public Service Loan Forgiveness, along with available:

- Paid holidays.

Eligibility for benefits varies with part-time and/or temporary appointments. This position is temporary, time limited, and therefore not eligible for full Federal Employee benefits.

## REPRESENTATIVE DUTIES:

- Conduct record checks utilizing applicable databases. Research each criminal charge and prior conviction pertaining to the offender/defendant being investigated. Send collateral requests to local Parish Clerk of Courts, law enforcement agencies, and correctional facilities, as necessary.
- Review Pretrial Services bond reports and send appropriate record requests to medical, mental health, substance abuse treatment providers, educational institutions, employers, etc. Ensure authorization of release forms are completely filled out so the appropriate information may be obtained.
- Assist U. S. Probation Officers in performing pretrial & presentence investigations, pretrial diversion, and some aspects of bond supervision functions.
- Attend pretrial and sentencing proceedings with U. S. Probation Officers for the purpose of observing defendants/offenders navigate throughout the entire Court services process.
- Data entry and scanning of applicable information into the Probation & Pretrial Services Automated Case Tracking Systems database.
- Assist with answering telephones and greeting offenders/defendants, when necessary.
- Perform other duties as assigned.

## ADDITIONAL INFORMATION:

Applicants will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's relevant experience, education, and training. Qualified applicants, only, will be contacted for an interview and only those interviewed will receive a response.

Applicants invited for a personal interview will be subject to a criminal records check with law enforcement agencies. A complete background investigation is required for employment with the U. S. Probation Office for the Eastern District of Louisiana. The investigation will include, but is not limited to, prior employment records, criminal records, motor vehicle records, and credit reports.

## DISCLOSURES:

Due to the volume of applications received, only those interviewed will be notified of the selection outcome. The United States Probation Office reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. 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. The United States Probation Office requires employees to adhere to a [Code of Conduct for Judicial Employees](#). The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Employees of the Federal Judiciary are required to use Electronic Fund Transfer (EFT) for payroll direct deposit. We appreciate your interest in employment with our district.

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