



U.S. Probation Office, Eastern District of Louisiana

WEBSITE

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:	PROBATION/PRETRIAL SERVICES CLERK
POSITION LOCATION:	NEW ORLEANS, HAMMOND, OR HOUMA, LOUISIANA
VACANCY ANNOUNCEMENT:	26-PRB-11
OPENING DATE:	WEDNESDAY, AUGUST 5, 2026
CLOSING DATE:	APPLICATIONS RECEIVED BY CLOSE OF BUSINESS ON FRIDAY, AUGUST 21, 2026, WILL BE CONSIDERED FOR FIRST REVIEW OR UNTIL FILLED. (MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT)
JOB CLASSIFICATION/GRADE:	CL 23 – 24 (IF HIRED AT A CL-23, PROMOTION POTENTIAL UP TO A CL-24 EXISTS WITHOUT FURTHER COMPETITION, BASED ON PERFORMANCE AND THE DISCRETION OF THE COURT UNIT EXECUTIVE).
SALARY RANGE:	\$40,346 - \$72,654 (DEPENDENT ON QUALIFICATIONS AND EXPERIENCE)

POSITION OVERVIEW

The United States Probation Office, for the Eastern District of Louisiana, is seeking to fill the position of Probation/Pretrial Services Clerk. The incumbent provides technical, administrative, and clerical support to probation officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, data entry, and performing other duties, as assigned.

REPRESENTATIVE DUTIES:

- Provides technical assistance and services to probation officers in support of preparation of various investigations. Prepare written correspondence, reports, form letters, collateral investigations, verification of information, and documents for probation officers. Disclosure of said documents to the court, Bureau of Prisons, or any other agency, as needed. Maintain correspondence of control records (Case Files).

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:

- (1) **Cover Letter**
- (2) **Resume**
- (3) **Two Professional References**
- (4) **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:

- Health, Dental, Vision, and Life insurance.
- Vacation, Sick Leave, and Holidays.
- Retirement (FERS).
- Thrift Savings Plan (similar to a 401(k) plan).
- Flexible Spending Accounts for health care, dependent care, and commuter expenses.

Eligibility for benefits varies with part-time and/or temporary appointments.

- Operate the local/state law enforcement information retrieval system and Criminal Justice Information System (CJIS) terminals to obtain criminal history information and route the information to appropriate recipients. Obtain credit checks, verifications of employment and education, and send FBI flash notices.
- Open, close, and update information into computerized records, including the Probation Automated Case Tracking Systems (PACTS). Research information from case records and enter into system as appropriate. Screen forms completed by probation officers and request corrections as needed. Retrieve information from databases and generate periodic reports.
- Perform receptionist duties by greeting visitors/callers in person and by telephone, answering routine questions, and directing visitors/callers to the appropriate person or department. Route all duty calls to duty officers and maintain a tally of calls per duty officer.
- Inform offenders/defendants reporting for supervision or investigation on procedures for completing appropriate forms and authorizations. Advise offenders/defendants reporting for the first-time regarding officer assignment and basic initial procedures.
- Prepare petitions, orders, letters, memoranda, appointment notices, and other correspondence, including typing, keyboarding, formatting, proofreading, and generating documents from templates, notes, and dictation. Type and edit presentence reports developed by officers. Record chronological entries.
- Gather case statistics and provide information to data quality analysts, per office policy.
- Create new investigative files at the direction of probation officers and maintain files up-to-date and in accordance with established office policies and procedures.
- Electronically submit appropriate documents to the Bureau of Prisons and Sentencing Commission, at the direction of probation officers. Assist with conducting online criminal record checks through local or national law enforcement systems.
- Perform other related duties as assigned.

QUALIFICATIONS – EDUCATION & EXPERIENCE:

To qualify for this position, applicants must be a U.S. Citizen ([please note citizenship requirements](#)), and possess a high school diploma or equivalent, and must have one year of specialized experience.

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.

Note: *Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.*

ADDITIONAL INFORMATION:

Background Investigation – The selectee(s) will undergo a full background investigation and may be appointed provisionally, pending a favorable suitability determination.

As a condition of employment, the incumbent will be subject to updated background investigations every five years and, as deemed necessary by management for reasonable cause. Retention will depend upon a favorable suitability determination of the background investigation, and satisfactory performance.

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