



## **NOTICE OF POSITION VACANCY**

**POSITION TITLE:** PROBATION OFFICER ASSISTANT

**POSITION LOCATION:** NEW ORLEANS, HAMMOND, OR HOUMA, LOUISIANA

**VACANCY ANNOUNCEMENT #:** 25-PRB-05

**OPENING DATE:** MONDAY, JULY 7, 2025

**CLOSING DATE:** APPLICATIONS RECEIVED BY CLOSE OF BUSINESS ON MONDAY, JULY 28, 2025, WILL BE CONSIDERED FOR FIRST REVIEW OR UNTIL FILLED. **(MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT)**

**JOB CLASSIFICATION/GRADE:** CL 25

**SALARY RANGE:** \$50,927 - \$81,480 (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 Officer Assistant to provide technical support and services to probation officers in a wide range of areas, including supervision of persons on probation and parole, preparation of presentence and other investigations, and pretrial services.

By statute, Probation Officer Assistants serve as law enforcement officers in the judiciary. Probation Officer Assistants 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.

## **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."



## **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) **Most recent performance evaluation**
- (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.**

## REPRESENTATIVE DUTIES:

- Under the guidance of a probation officer, supervise a caseload of low-risk offenders requiring contact by telephone, in the office, and in the field. Investigate employment, sources of income, lifestyle, and associates to assess risk and determine compliance. Maintain case files and records, as well as detailed chronological records of activity.
- Assist probation officers with less complex presentence investigations to include compiling criminal histories, and profiles, running record checks through local and national databases, conducting inquiries with collateral agencies, and performing other similar activities. Provide officers with accurate and factual information to assist in their completion of probation reports.
- Assist probation officers in maintaining the district's location monitoring program and support functions.
- Under guidance from a probation officer, draft and submit selected reports. Observe, and apprise the supervisor of the lifestyle, personal problems, and needs of offenders. Assist in the development of community resources to meet those needs.
- Under the guidance of a probation officer, respond to judicial officers' requests for information and occasionally testify in court, accompanied by a probation officer, regarding the basis for factual findings and, if applicable, guideline applications.
- Conduct collateral investigations and draft and submit collateral reports, which may entail making telephone, office, and/or field contacts. Perform record keeping.
- Collect and conduct urine tests on offenders of the same gender and maintain appropriate records.
- If bilingual or multilingual, assist officers and non-English speaking offenders, family members, and witnesses in translating speech, documents, and correspondence, as required.
- Operate various criminal justice, law enforcement, and probation automated systems.
- Participate in ongoing training and development programs.
- Perform other appropriate duties as assigned.

## QUALIFICATIONS – EDUCATION & EXPERIENCE:

To qualify, an applicant must be a high school graduate or equivalent and have at least one year of specialized experience.

**Specialized experience** includes 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.

**Strongly Preferred Qualifications** – At least two years of specialized experience and/or a bachelor's degree in a related field. Excellent computer knowledge, with experience in the Windows operating environment and Word preferred, and the ability to type a high volume of material accurately. Ability to communicate orally and in writing with a diverse range of individuals. Ability to organize, oversee, and complete multiple projects simultaneously, and with limited supervision. Detail oriented with strong organizational skills. Dependable, with a commitment to regular attendance and the ability to work beyond traditional office hours. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the office's vision, mission.

**Medical Requirements and Maximum Entry Age** – Probation and Pretrial Services Officers must also meet the following medical requirements and maximum age requirements for law enforcement officer (LEO) positions in addition to the experience and education requirements.

First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 years of age or over who have previous law enforcement officer experience under the Civil Service Retirement System (CSRS) or the Federal Employees' Retirement System (FERS) and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

The medical requirements for law enforcement officer and officer assistant positions are available for public review on the USCourts.gov web site under [Officer and Officer Assistant Medical Requirements](#).

## **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.

**Background Investigation, Drug Screening & Medical Standards** – The position is classified as law enforcement. Prior to appointment, the final candidate(s) will undergo a full background investigation, medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court.

In addition, as a condition of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for duty evaluations.

Further, the selected candidate will be appointed provisionally (for one year). Retention will depend upon a favorable suitability determination of the background investigation, and satisfactory performance.

The selected candidate will be required to attend a five-to-six-week training session at the Federal Law Enforcement Training Center (FLETC) in Charleston, SC. <https://www.fletc.gov/>. You must meet all requirements (i.e., to include successful completion of all examinations outlined by FLETC).

## **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**