



## 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:** PROBATION OFFICER SPECIALIST

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

**VACANCY ANNOUNCEMENT #:** 26-PRB-02

**OPENING DATE:** MONDAY, FEBRUARY 2, 2026

**CLOSING DATE:** APPLICATIONS RECEIVED BY CLOSE OF BUSINESS ON FRIDAY, FEBRUARY 13, 2026, WILL BE CONSIDERED FOR FIRST REVIEW OR UNTIL FILLED.

**JOB CLASSIFICATION/GRADE:** CL 29

**SALARY RANGE:** \$85,141 - \$138,380 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

### POSITION OVERVIEW

Current United States Probation and Pretrial Services Officers Seeking Transfer are Encouraged to Apply. Relocation expenses may be authorized by the U.S. Probation Office, in accordance with Judiciary policy. The Chief Probation Officer, as approved by the Chief Judge, reserves the right to set the maximum amount to be awarded.

The Probation Officer Specialist reports directly to a Supervisory U. S. Probation Officer; and the incumbent will manage a caseload that includes a significant proportion of offenders/defendants of a specialized type and serve as local experts on cases of this type. These specialties may include sentencing guideline specialist, drug and alcohol treatment specialist, mental health specialist, special offender specialist, intensive supervision specialist, location monitoring specialist, workforce development specialist, and other similar specialties. Probation and pretrial services officer specialists must carry at least a 50% caseload, spending at least 50% of their time working with defendants and/or offenders. The Probation Officer Specialist may guide the work of probation/pretrial services officer assistants and other staff. In addition to the Probation Officer Specialist's regular duties as a U.S. Probation Officer, the incumbent performs duties as the resident authority on staff training and is responsible for program development and enhancement in this area.

This position is considered hazardous duty, which may require irregular working hours, to include nights, weekends, and holidays.

### 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 (with salary history)
- (3) Judicial Branch Application
- (4) Last two performance appraisals
- (5) Three professional references (with contact information)

*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:

- Perform investigative and supervision responsibilities for offenders/defendants in both general and high-risk/specialized cases. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized case by interviewing offenders/defendants and their families and collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law in the area of specialization.
- Serve as a resource and expert to the court, line officers, and staff in high-risk and/or specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals regarding issues relating to the area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants with high-risk and/or specialized needs.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of offenders/defendants in area of specialization.
- Track developments in the law and update staff and the court as appropriate. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with Mandatory Victims Restitution Act. Responsible for enforcement of location monitoring conditions ordered by the court, and some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Analyze and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Communicate with other organizations (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials.
- Respond to judicial officers' requests for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Perform administrative duties regarding area of specialty. Provide advice, consultation, and program vision and direction ad make proposals to the Chief.

## QUALIFICATIONS – EDUCATION & EXPERIENCE:

**Required Education** – 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 or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

**Required Experience** – In addition to meeting education requirements, applicants must also have a minimum of three years specialized experience, **including at least one year as a probation/pretrial services officer in the U.S. Courts**.

**Specialized Experience** – Progressively responsible experience and/or knowledge in the 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.*

**Preferred Skills** – The ideal candidate will also:

- 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 local committee within the last five 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 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;
- 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 leadership by showing initiative to engaging in project management and establishing programs which helps to achieve an organization's mission and vision; and
- 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.

**ADDITIONAL INFORMATION:**

For more information on Criminal Justice Careers in the United States Judiciary, click [here](#). Suitability Requirements for U.S. Probation and Pretrial Services Employment are accessible [here](#).

**Background Investigation, Drug Screening & Medical Standards** – This position is classified as law enforcement by statute and may require night/weekend and/or holiday work. 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.

**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**