



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 SUPPORT TECHNICIAN
POSITION LOCATION:	NEW ORLEANS, HAMMOND, OR HOUMA, LOUISIANA
VACANCY ANNOUNCEMENT #:	24-PRB-10
OPENING DATE:	TUESDAY, MAY 21, 2024
CLOSING DATE:	APPLICATIONS RECEIVED BY CLOSE OF BUSINESS ON TUESDAY, JUNE 4, 2024, 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
SALARY RANGE:	\$39,212 - \$63,744 (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 Support Technician.

Probation Support Technicians provide entry-level technical and administrative support to probation officers in areas including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, supervise a caseload of low-risk offenders and defendants, conduct urinalysis and perform similar duties under the guidance of a probation officer.

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) **Most recent two performance evaluations**
- (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:

- Assist probation officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities.
- Conduct urinalysis and maintain chain of custody of urinalysis testing materials. Maintain paper and computerized records of test results and inform probation officers of test results. Maintain and mail or transport tests and materials to laboratories for confirmation.
- Enter data in the probation case management system (PACTS). Upload various documents to the court's electronic case filing system (CM/ECF). Communicate with partnering agencies related to such.
- Under the guidance and direction of a probation officer, monitor offender compliance by making telephone contacts and reviewing written monthly reports. Report noncompliance issues to probation officer.
- Prepare and update case files and reports at the direction of an officer and in accordance with established policies and practices.
- Initiate the transfer of case files to other districts and archive case files.
- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Format, type, and edit reports which are reviewed by a probation officer.
- Prepare and update case files and reports for investigation and supervision at the direction of a probation officer and in accordance with established policies and practices.
- Perform similar duties as assigned.

QUALIFICATIONS – EDUCATION & EXPERIENCE:

To qualify, an applicant must be a high school graduate or equivalent and have at least two years of general experience.

General experience is defined as progressively responsible clerical, office or other work which indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Education above the high school level may be substituted for required general experience based on one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Preferred Qualifications – 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 is preferred.

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