



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: SENTENCING GUIDELINES SPECIALIST

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

VACANCY ANNOUNCEMENT #: 26-PRB-01

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. **(MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT)**

JOB CLASSIFICATION/GRADE: CL 29

SALARY RANGE: \$85,141 - \$138,380 (DEPENDENT 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 Sentencing Guideline Specialist reports directly to a Supervisory United States Probation Officer (SUSPO). The incumbent will be expected to perform a full range of high-level functional and supervisory, in the absence of the supervisor, work which encompasses the investigation of offenders and/or defendants. The Sentencing Guideline Specialist may guide the work of lower level hazardous and non-hazardous duty staff. Further, the Sentencing Guideline Specialist will assist the probation office in its continued efforts of creating an outcome-based learning organization that taps human potential through dialogue, accountability, innovative ideas, and personal and professional growth. The Sentencing Guideline Specialist is considered hazardous duty, which may require irregular working hours, to include nights, weekends, and holidays.

For more information on Criminal Justice Careers in the United States Judiciary, click [here](#).

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 (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 defendants/offenders in both general and specialized cases. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases 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 specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants with special 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. Provide management and staff with ongoing updates related to changes with this offender/defendant population.
- Track developments in the law, and update staff and the court. 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 in 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.
- Serve as district authority on sentencing and sentencing guidelines issues. Maintain current knowledge of case law and Sentencing Commission, Administrative Office, and local policies and procedures pertaining to sentencing. Maintain up-to-date district-wide resource materials relating to the sentencing process.
- Train district staff, law enforcement agencies, U.S. Attorney's staff, and/or defense attorneys on sentencing guidelines and sentencing matters, including new developments in sentencing issues, guideline amendments, case law, etc.
- Serve as the lead with district presentence groups by conducting regularly scheduled meetings. Serve as the group's representative to management and address any group issues of concern during management meetings.
- Complete presentence investigations for cases involving extremely complex issues and/or cases of unusual notoriety (e.g., white collar, organized crime, large conspiracy drug cases, and criminal organizations).
- Conduct the investigation on the lead and/or the "most culpable" defendant in multi-defendant cases and coordinate the preparation of the offense conduct section of the presentence reports in applicable cases. Coordinate the preparation of the victim impact portion of the presentence report in multi-defendant cases when assigned lead responsibilities in such cases.
- Serve as an expert in the use of Westlaw and Lexis and act as trainer for district staff in research procedures. Serve as district representative/liaison with Westlaw and Lexis.
- Serve as a consultant to presentence officers as problems arise during the course of an investigation and/or during preparation of a presentence report, in the absence of, or at the request of a SUSPO.
- Demonstrate and maintain proficiency in financial investigation techniques and assist other officers with these matters, as requested. Maintain resource materials for the district relating to financial investigations. Train district staff on financial matters.
- Serve as resource to SUSPOs by reviewing presentence reports and/or sentencing litany prepared by officers, and make appropriate recommendations for addressing any performance review concerns.
- Update policy and procedures related to the investigation and preparation of presentence reports and provide related training to staff at least annually.
- 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 officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.

- Participate in the administrative planning of specialized caseloads. Provide advice, consultation, and program vision and direction and make proposals to the Chief.
- Completes other duties as assigned or reassignment to other specialist programs based on the needs of the District.

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.

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.

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.

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