



# U.S. Probation Office, Eastern District of Louisiana

WEBSITE  
[laep.uscourts.gov](http://laep.uscourts.gov)

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“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:** SUPERVISORY U.S. PROBATION OFFICER (PRETRIAL)  
**INTERNAL CANDIDATES ONLY**

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

**VACANCY ANNOUNCEMENT #:** 26-PRB-05

**OPENING DATE:** **FRIDAY, FEBRUARY 27, 2026**

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

**JOB CLASSIFICATION/GRADE:** CL 30

**SALARY RANGE:** \$100,604 - \$163,535 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

## POSITION OVERVIEW

The United States Probation Office, for the Eastern District of Louisiana, is seeking to fill the position of Supervisory United States Probation Officer (Pretrial). This position will primarily be assigned to the Pretrial Services Unit but may also perform supervisory duties in the Post Conviction Unit or Presentence Unit based on the needs of the court and at the discretion of the Chief Probation Officer.

By statute, Probation Officers serve as law enforcement officers in the judiciary. Supervisory U.S. Probation Officers are members of the management team reporting directly to the Deputy Chief U. S. Probation Officer. The incumbent will be expected to perform a full-range of high level functional supervisory work which encompasses the quantity and quality of presentence investigation, pretrial services and/or supervision of offenders/defendants. Specifically, Supervisory U.S. Probation Officers are responsible for providing leadership to formulate, supervise, and implement initiatives to achieve goals and objectives defined within either the Court Services unit or the Community Supervision unit. The incumbent will assist the probation office in its continued efforts of creating an outcome-based learning organization that taps human potential through dialog, accountability, innovative ideas, and personal and professional growth. Supervisory U. S. Probation Officers 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.

*\*The cover letter should include the vacancy announcement number, detailed information addressing specific qualifications and relevant experience that outlines your personal characteristics, management philosophy, and experience with Evidence Based Practices (EBP).*

## 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:

- Manage the work of others centered on investigation and supervision case activities, along with the work of those related to the implementation and sustainment of Evidence Based Practices (EBP). Assist in the hiring of staff, facilitate unit meetings, evaluate staff performance, serve as a mentor/coach of staff (i.e., staff development), oversee completion of all administrative tasks assigned, established deadlines and schedules for completion of the work, and all other supervisory related duties.
- Perform investigative and supervision responsibilities of persons under supervision/defendants in both general and specialized cases which include persons under supervision/defendants who are identified as needing specialized monitoring and evaluation plans. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing persons under supervision/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, Guides, and relevant case law in the area of specialization.
- Serve as the district's authority regarding presentence investigations and adheres to sentencing guidelines procedures. Assigns investigations and supervision cases to officers; enforces national and local policies and standards on case management; reviews work product prepared by officers before submission to the court. Establishes schedules and deadlines for completion of presentence reports.
- Serve as a resource and expert to the court, line officers, and staff in cases requiring specialized monitoring and evaluation. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Train line officers on identification and treatment of persons under supervision/defendants in this specialized category.
- Ensure treatment designs adhere to research-based evidence on the effectiveness of reducing recidivism, including but not limited to issue of dosage, treatment intensity, and delivery of services. Assist other specialists with ensuring that treatment programs are congruent with the participants' responsivity factors.
- Facilitate and/or participate in on-going training and educational opportunities for or including probation officers to accurately assess persons under supervision/defendants responsivity issues and how to assist persons under supervision/defendants with overcoming barriers between themselves and effective interventions; and provide training focusing on how to incorporate effective clinical methods into probation officers' interaction with defendants/offenders, all of which enhance techniques and skills relating to investigation and supervision practices.
- Acts as a liaison and resource for EBP with system personnel, community members, and staff. Keep management and staff informed of ongoing updates (i.e., or research) related to EBP and its impact on our offender/defendant population.
- 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/offenders through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Maintain detailed written records of case activity. 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.
- Analyze and resolve disputed issues involving persons under supervision/defendants and present unresolved issues to the court for resolution. Assess defendants' level of risk and develop a blend of risk management strategies for monitoring, persons under supervision.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning persons under supervision/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.

- Develop and coordinate policies and programs which embrace the concept of evidence-based practices, to include targeting identified risk, needs, responsivity, and interventions such as cognitive behavioral therapy, increase intrinsic motivation, and community involvement. Determine and evaluate available resources.
- Collect, review, audit, and analyze data and information, such as probation operations and activities, regarding EBP programs utilized in the district and their outcomes to determine effectiveness. Develop a system to review existing and new EBP research findings. Work with independent and/or contracted researchers to analyze operational questions, trends, problems, and areas of efficiency/improvement related to the data being gathered and analyzed. Also work with researchers, when applicable, in measuring the fidelity of treatment programs and the collection and analysis of outcome measures. Provide recommended treatment design adjustments based on data analysis of fidelity and outcome measures.
- Schedule and conduct drug use detection tests and DNA collection of persons under supervision/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials.
- Perform administrative duties regarding area of specialty. Provide advice, consultation, and program vision and direction and make proposals to the Chief, and Executive Management Team. Represent the probation office, the court, and the probation system at meetings, seminars, and conferences. Make formal presentations when necessary.

## **QUALIFICATIONS – EDUCATION & EXPERIENCE:**

To qualify for the position of Supervisory U. S. Probation Officer, applicants must be a U. S. citizen and possess a bachelor's degree from an accredited college or university in a related field of 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, and possess the following:

At least three (3) years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:

- Skill in developing the interpersonal work relationships needed to lead a team of employees;
- The ability to exercise mature judgement, and;
- Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

To qualify at the CL-30 level, the applicant must have three (3) years of specialized experience, including at least one year as a probation/pretrial services officer in the U.S. Courts.

**Specialized Experience** is defined as progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

### **Preferred Qualifications:**

The ideal candidate will also possess these preferred qualifications:

- Extensive knowledge of management principles, practices, and techniques, and 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.
- Experience in the development, implementation, and evaluation of behavioral health evidence-based practices, housing, employment, and/or recovery support services programming.
- Have the ability to organize, oversee, and complete multiple projects simultaneously with limited supervision.
- Experience in complex project management, data-driven decision making; and demonstrate excellent written and verbal communication skills.
- Ability to use software applications (i.e., Database, Spreadsheets, Word Processing, Presentation Programs, etc.), all to advance presentation skills which illustrates data for decision making purposes.
- Advanced knowledge of systems changes, improvement processes, and outcomes measurement.
- Ability to influence and negotiate individual and group decision-making.
- Ability to be an effective problem-solver who can provide innovative solutions to workplace problems as well as employee relation issues.
- Be skilled and knowledgeable about national initiatives impacting all disciplines within probation (i.e., Presentence, Post-conviction, and Pretrial Services).

## **ADDITIONAL INFORMATION:**

**Background Investigation, Drug Screening & Medical Standards** – The aforementioned 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**