



## 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

<b>POSITION TITLE:</b>	<b>U.S. PROBATION OFFICER</b>
<b>POSITION LOCATION:</b>	NEW ORLEANS, HAMMOND, OR HOUMA, LOUISIANA
<b>VACANCY ANNOUNCEMENT #:</b>	24-PRB-08
<b>OPENING DATE:</b>	<b>TUESDAY, MAY 21, 2024</b>
<b>CLOSING DATE:</b>	APPLICATIONS RECEIVED BY CLOSE OF BUSINESS ON TUESDAY, JUNE 4, 2024, WILL BE CONSIDERED FOR FIRST REVIEW OR UNTIL FILLED. <b>(MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT)</b>
<b>JOB CLASSIFICATION/GRADE:</b>	CL 25-28 (THIS POSITION HAS PROMOTION POTENTIAL WITHOUT FURTHER COMPETITION UP TO CLASSIFICATION LEVEL CL-28, AT THE DISCRETION OF THE CHIEF PROBATION OFFICER)
<b>SALARY RANGE:</b>	\$49,965 - \$113,078 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

### 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.

### 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.

Probation and Pretrial Services Officers serve as law enforcement officers in the judiciary. This is a hazardous duty position which requires night, weekend, and holiday work. For more information on Criminal Justice Careers in the United States Judiciary, click [here](#).

### 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:

- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing offenders and their families, as well as 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. Track legal developments, and update staff and the court.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, cognition, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug use detection tests and DNA collection of defendants/offenders, 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.
- 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 home confinement conditions ordered by the court, and in some districts may perform home confinement reintegration on behalf of the Bureau of Prisons.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess defendants'/offenders' level of risk and develop a blend of strategies for controlling and correcting risk management.
- Communicate with other organizations and persons (such as the U.S. Parole commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning defendants'/offenders' 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.
- General knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (such as the national Crime Information Center).
- General knowledge of investigative techniques and skill in investigating defendants'/offenders' backgrounds, activities, finances and determining legitimacy of their income. General knowledge of the Bail Reform Act. General knowledge of negotiation and motivation techniques.
- Skill in counseling defendants/offenders to maintain compliance to conditions of their release. Skill in evaluating and applying sentencing guidelines. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established timeframes. Ability to discern deception and act accordingly.
- Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short deadlines.

## 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** – Two years of specialized experience or completion of a master's degree in a field closely related to the position, or Juris Doctor (JD) degree. Specialized experience is progressively responsible experience, gained after completion of a bachelor's degree, in such fields a 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.

**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](https://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).

**Special Note** – The selected candidate will be placed on provisional status for one year.

## **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**