



## UNITED STATES PROBATION OFFICE EASTERN DISTRICT OF LOUISIANA

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**Position Title:** United States Probation Officer Specialist

**Location of Position:** New Orleans and/or Houma, Louisiana

**Vacancy Announcement Number:** 2013PRB02

**Announcement Date:** Friday, January 11, 2013

**Closing Date:** The position is open until filled; however, preference will be given to those applications received by close of business, 5:00 PM Central/Standard Time, Friday, February 1, 2013.

**Starting Salary/Classification Level:** \$65,439 - \$106,399 (CL 29)

**Anticipated Starting Date:** To Be Determined

Interviews will be scheduled during the week of February 11<sup>th</sup> thru February 15<sup>th</sup>. Candidates selected for an interview must avail themselves during this time frame.

The Eastern District of Louisiana U.S. Probation Office is accepting applications for the position of United States Probation Officer Specialist. This position is transferrable to another specialist position within the district, as needed; and more than one position may be filled from this vacancy.

### Position Overview

This is a hazardous duty position which requires night, weekend and holiday work. Probation Officer Specialists works closely with the Drug & Alcohol Treatment and Mental Health Specialists concerning the supervision and oversight of services within the aforementioned specialized areas; Program Development Specialists for the purpose of providing employment readiness, workforce development, cognition, and other evidence-based practices programming; and Location Monitoring Specialist to assist in the supervision of offenders under electronic surveillance. The Probation Officer Specialist serves as the resident expert within the Houma divisional office. Additionally, the Probation Officer Specialists assists the senior management team to provide and manage the district's training programs, to include the tracking of training hours.

The Eastern District of Louisiana U.S. Probation Office reserves the right to modify the conditions of this vacancy announcement, to withdraw the announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice.

### **Representative Duties and Required Competencies:**

- Perform investigative and supervision responsibilities for offenders in both general and specialized areas. Conduct investigations and prepare reports for the Court with recommendations, which require 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, and relevant case law.
- Track developments in the new law, and update staff. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with offenders through office and community contacts and by telephone. Investigate and immediately address issues which impact compliance with court-ordered obligations.
- Schedule and conduct drug use detection tests and DNA collection of 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.
- Supervise a select caseload of offenders with identified drug, alcohol, or mental health problems. Conduct investigations and prepare reports to the Court.
- Develop/coordinate programs to implement evidence-based practices, including appropriate assessment instruments to identify risks, needs, and treatment; including, cognitive behavioral therapy, motivational interviewing, and workforce development. Determine and evaluate available resources.
- Collect statistical data regarding the evidence-based programs utilized in the district and their outcomes to determine effectiveness. Develop a system to review existing and new EBP research findings.
- Analyze and respond to any objections to supervision recommendations. This may include resolving disputed issues and presenting unresolved issues to the Court for resolution.
- Communicate with other organizations and persons (such as the U. S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning 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. Guide the work of staff providing administrative and technical assistance to probation officers.
- Establishes and maintains training records, via the automated databases, to include the participant lists.
- Act as a facilitator and/or coordinator of cognition and employment readiness programming.

- Assist with developing short and long range training programs responsive to the district's and staff member's needs. Programs include orientation for new employees, in-service workshops on technical and professional development topics, and supervisory and management training programs. Enlists the support and participation of the district's personnel to ensure that program training goals are met. Collaborate with Sr. Management to develop training requirements by identifying knowledge and skill requirements of jobs, tasks, and roles.
- Assist the Drug & Mental Health Specialists with determining and evaluating on an ongoing basis the available resources throughout the district in regards to drug and mental health aftercare within the surrounding area. Secure and contract drug/mental health after care services for offenders while adhering to procurement and contracting guidelines and requirements.
- Assist the Drug and Mental Health Specialists with maintaining regular contact with contract providers, within the surrounding area, to ensure compliance with contractual agreements. Ensure regularly scheduled meetings (quarterly with staff) to assess offender progress.
- Assists the Drug and Mental Health Specialists with updating drug and mental health aftercare policies and procedures and provide related training to staff on an annual basis, or more often as the caseload dictates.
- Assist the Location Monitoring Specialist with implementing district policy concerning location monitoring, to include: supervision of offenders, establishing connectivity, electronically tracking and monitoring offender, etc.
- Assists with providing oversight to the district's internship program and recruit, interview, and recommend qualified interns. Conduct intern orientation and oversee their assignment and monitor process.

### Qualifications - Experience & Education:

To be appointed at the CL 29, three years of progressively responsible specialized experience, with at least one year as a CL 28 Probation Officer is required. You must meet the qualifications standards applicable to the position for the highest level of work effectively supervised. Probation Services experience is preferred.

- Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction, parole, criminal investigations, probation and/or pretrial programs.
- Experience in fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse specialist, and correctional researcher may constitute a portion of the specialized experience.
- Specialized experience must be earned after the bachelor's degree is granted. Completion of one academic year of graduate study in one of the social sciences may be substituted for one year of specialized experience.
- Completion of a master's degree or two years of graduate study in an accredited university in one of the social sciences or a Juris Doctor degree may be substituted for two years of specialized experience. No more than two years of academic achievement may be substituted for specialized experience.
- Experience as a police officer, FBI Agent, Customs Agent, Deputy U. S. Marshal or similar positions do not meet the requirements of specialized experience.

Preferred Skills:

- An advanced degree from an accredited university relevant to corrections or management.
- Excellent oral and written communication skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
- Demonstrated commitment and possess strong background knowledge in Offender Workforce Development, Re-entry Court, cognition programming, and other Evidence Based Practices (EBP) programs, aside from the general resource brokering.
- Demonstrated ability to organize, oversee, and complete multiple projects simultaneously with limited supervision.
- Demonstrated ability to assume, and delegate responsibility, inspire confidence, secure cooperation, embrace diversity, exercise sound judgment, flexibility, understands the importance of delivering high quality customer service, and serve as a member of a team.
- Demonstrated leadership by showing initiative to engaging in project management and establishing programs which helps to achieve an organization's mission and vision.

**Additional Information:**

- Qualified candidates 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. The interviews will be conducted in New Orleans, Louisiana. Applicants selected for interview will be required to travel to the designated location at their own expense. Only those applicants who are interviewed in person will receive a written response regarding their application status. If you are not contacted by our office following the closing date of this vacancy, another candidate within the recruitment field, with either more experience and/or qualifications, was selected. **Please do not call.**
- If selected for an interview, applicants will be required to submit to written examinations and panel interviews.
- The aforementioned position is classified as law enforcement. 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's discretion, the most recent reinvestigation report completed on behalf of the applicant may be requested. Further, the selected candidate may be appointed provisionally (for one year).

## Benefits:

Judiciary employees are entitled to the same benefits as other Federal employees. These include:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care, and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Participation in the Thrift Savings Plan (similar to 401K plan) with employer matching contributions.
- Excellent retirement annuity and mandatory retirement at the age of 57 for law enforcement positions.
- Direct deposit is required for payment of compensation for employees.

## How to Apply:

Interested candidates should submit a complete applicant's packet which includes:

- a letter of interest
- three letters of reference
- a current/detailed resume
- photocopies of the last three performance evaluations
- a completed Application for Judicial Branch Employment (Form AO-078)

The AO-078 application form can be downloaded from:

<http://www.uscourts.gov/careers><http://www.uscourts.gov/forms/AO078.pdf>

**YOU MUST REFERENCE THE VACANCY ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST.** Applications will not be considered complete until all of the items listed have been received by Human Resources. All application material must be submitted **ELECTRONICALLY**, no exceptions.

Please email your complete applicant's packet to: [vacancies@laep.uscourts.gov](mailto:vacancies@laep.uscourts.gov)

Attachments must be saved as **one** PDF file - Multiple attachments **WILL NOT** be accepted

Inquiries regarding this posting or the application process should be directed to our Job Information Hotline at (504) 589-3201.

The U. S. Probation Office Eastern District of Louisiana reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief United States Probation Officer (CUSPO) may elect to select a candidate from the original qualified applicant pool. Applicants invited for a personal interview will be subject to a criminal records check with law enforcement agencies.



## Our Mission: Unlocking Future Potential

Our guiding principles:

We model positive behavior, leadership skills and teamwork.

We promote innovation, encourage new ideas and feedback.

We are increasing our focus on measurable outcomes.

We treat everyone with dignity, respect and fairness.

We are committed to servicing the court, community and each other.

We take a proactive role in the implementation of change.

*The United States Probation Office for the Eastern District of Louisiana is an Equal Opportunity Employer*