



UNITED STATES PROBATION OFFICE EASTERN DISTRICT OF LOUISIANA

Position Title: Supervisory United States Probation Officer

Location of Position: New Orleans, Louisiana

Vacancy Announcement Number: 2013PRB01

Announcement Date: Friday, January 11, 2013

Closing Date The position will be 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 - \$125,705(CL 29 - CL30)

Anticipated Starting Date: To Be Determined

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

The United States Probation Office for the Eastern District of Louisiana is seeking a qualified leader for the position of Supervisory United States Probation Officer (SUSPO). The selected candidate will be appointed at CL29 with promotional opportunity to CL30 after one year, at the discretion of the Chief Probation Officer.

Position Overview

This is a hazardous duty position which requires night, weekend and holiday work. This position will administratively and technically supervise probation officers below the level of United States Probation Officer Specialist (CL-29), at least for one year or during the time the selected candidate is under a CL29, with guidance from a Supervisory United States Probation Officer (CL-30) or Deputy Chief Probation Officers.

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:

Under the mentorship of a Supervisory Probation Officer (CL-30), incumbents perform the following:

- Assigns investigation 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; reviews initial treatment plans on new cases; and conducts case reviews on an ongoing basis. Analyze management reports for efficient distribution of work. Establish schedules and deadlines for completion of work.
- Ensures that officers enforce court orders, completes timely risk assessments, and develops and implements effective treatment plans. Recommends search of client premises as appropriate.
- Manage major program(s) and/or service(s) for the offender population, as established by the Chief and/or Deputy Chief Probation Officers.
- Help officers resolve difficult case problems, respond to external complaints relating to case handling and provides ongoing staff development for officers on how to better manage their caseloads to include supervision techniques and organizational skills.
- Participates on interview panels and recommends candidates for hire; conducts initial orientation for newly hired officers and follow-up training; establishes performance objectives and standards and prepares performance appraisals; monitors and approves use of leave, including certain travel and/or attendance at conferences; counsels and recommends discipline for officers as appropriate.
- Assures that unit staff meetings are held monthly to identify performance and operational problems, and develop appropriate solutions. Participates in community-wide events educating other agencies and/or members of the public about the probation office.
- Provides management and leadership to officers. Establishes and maintains working relationships with staff to include hearing and resolving their concerns and interfacing with human resources when personnel issues arise.
- Serves as a liaison between senior management and line staff to ensure the district vision, mission and values are communicated and reflected in the staff's service to the court and community..
- Supervises offenders, interacts with collateral agencies, conducts investigations, prepares presentence reports, and presents recommendations to the court.
- Performs other duties as assigned by senior management.

Qualifications - Experience & Education:

Qualified applicants must be U. S. citizens and possess a bachelor's degree from an accredited college or university in a related field of study.

A minimum of three years of specialized experience as a U. S. Probation Officer is required, with at least one year at a CL28.

- Specialized experience must be earned after the bachelor's degree is granted.
- 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.
- Specialized experience must have included progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain: (a) skill in dealing with others in person-to-person work relationships; (b) the ability to exercise sound and mature judgment; and (c) a knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U. S. Probation Office.
- In addition, the successful candidate will also possess the following: Broad knowledge of the criminal justice system. Comprehensive understanding of federal probation and parole legal requirements, policies, and procedures. Thorough knowledge of investigative and supervision techniques. Must be able to demonstrate leadership skills, strong interpersonal skills, the ability to manage progressive responsibilities, and to exercise sound, ethical judgment. Familiarity with a wide variety of resources. Ability to communicate effectively both orally and in writing with a wide variety of individuals. Skill in proofreading of documents for content, spelling, grammar, punctuation, style, and correct legal citation formats, etc. Ability to organize and work under deadlines. Skill in analyzing situations and determining appropriate solutions to problems. Ability to be flexible and adapt to unanticipated needs and problems. Skill in counseling and training individuals. Ability to maintain confidentiality and interact tactfully with a wide variety of persons. Ability to take initiative and work independently with minimal supervision. Ability to work as part of a team. Agrees to continuously participate in relevant professional development programs.

Preferred Skills:

- Five years of specialized experience as a U. S. Probation Officer, with at least one year at a CL29.
- An advanced degree from an accredited university relevant to corrections or management.
- Previous management experience, education, or training such as the Federal Judicial Center's Leadership Development Program, relevant to probation office operations, or similar coursework at a state or local accredited institution.
- 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.
- If not already completed, the selected candidate must make every effort to enroll in the Federal Judiciary's Leadership Development Program within five (5) years from date of appointment; completion and/or enrollment in Foundations of Management within one (1) year from the initial date of appointment, completion and/or enrollment in the New Supervisor's Program within one (1) year from date of appointment and **continued participation in professional development programming.**

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

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.

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