UNITED STATES PROBATION OFFICE
EASTERN DISTRICT OF LOUISIANA

Position Title:	**United States Probation Officer**
Location of Position:	**New Orleans, Louisiana, Hammond, Louisiana, and/or Houma, Louisiana**
Vacancy Announcement Number:	**2013PRB03**
Announcement Date:	**Friday, January 11, 2013**
1st Closing Date	**Applications received by close of business, 5:00 PM Central/Standard Time, Friday, February 15, 2013 will be considered for first review (or until filled).**
Starting Salary/Classification Level:	**$39,522 - $89,481 (CL 25 – 28)**
Anticipated Starting Date:	**To Be Determined**

The Eastern District of Louisiana U.S. Probation Office is accepting applications for the position of United States Probation Officer. This vacancy is contingent upon budget availability. More than one position may be filled from this vacancy announcement.

Position Overview

This is a hazardous duty position which requires night, weekend and holiday work. Probation Officers conduct investigations and prepare reports for the U. S. District Court with recommendations for sentencing individuals convicted of federal offenses; interprets and applies U. S. Sentencing Commission guidelines and relevant case law; supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment; detects and investigates violations and implements appropriate alternatives and sanctions; conducts preliminary interviews and other investigations as required; and maintains a detailed written record of case activity.

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:

- 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, 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 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 for 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 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 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, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- General knowledge of the roles and functions of the federal probation office, including knowledge of the legal requirements, practices and procedures used in probation, parole. General knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations.
- General knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. General knowledge of federal law and the criminal justice system particularly as it relates to federal probation policies and procedures. General knowledge of surrounding community and available community resources.

- 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 offenders' backgrounds, activities, finances and determining legitimacy of their income. General knowledge of the *Bail Reform Act.* General knowledge of negotiation and motivation techniques.
- General knowledge of sentencing guidelines, statues, *Federal Rules of Criminal Procedure* and applicable case law. General knowledge of changes in the law. General knowledge of techniques in supervising offenders. Skill in supervising offenders, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. General knowledge of legal terminology.
- Skill in conducting legal research related to varied complex and difficult legal issues, related to sentencing and supervision. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling 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 time-frames. 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 – Experience & Education:

Minimum Qualifications:

- Applicants must be U. S. citizens or eligible to work in the United States.
- Completion of a bachelor's degree from an accredited college or university, in a field of academic study, such as criminal justice, criminology, psychology, sociology, social work, substance abuse counseling, human relations, business or public administration. **An overall "B" grade point average of 2.90 or better of a possible 4.0 is required and must be verified by the official transcript.**
- **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 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 successful applicant(s) must be mature, responsible, poised, organized, and meticulous. Must possess a positive attitude, integrity, tact, good judgment, initiative, and the ability to work with a wide variety of people with diverse backgrounds. Must be able to meet **all** Court deadlines and dates.

Preferred Qualifications:

- At least three years of specialized experience. Specialized experience is described as progressively responsible experience gained after completion of the 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 investigation experience is not creditable.
- 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.

- Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, which may be substituted for two years of specialized experience. No more than two years of academic achievement may be substituted for specialized experience.
- Candidates that have had three years or more experience working in a State or Federal Correctional/Probation System are encouraged to apply.

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, the selected candidate must successfully complete a full background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. The selected candidate will undergo pre-employment drug testing and random drug testing throughout employment. 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 also be required to attend a five to six week training session at the Federal Law Enforcement Training Center (FLETC) in Charleston, SC.

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, a current/detailed resume, official transcripts AND a completed Application for Judicial Branch Employment (Form AO-078) by 5:00 PM on Friday, February 15, 2013.

The AO-078 application form can be downloaded from:

http://www.uscourts.gov/careershttp://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 above have been received by Human Resources. No application material, with the exception of academic transcripts, will be accepted via U. S. Mail. 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

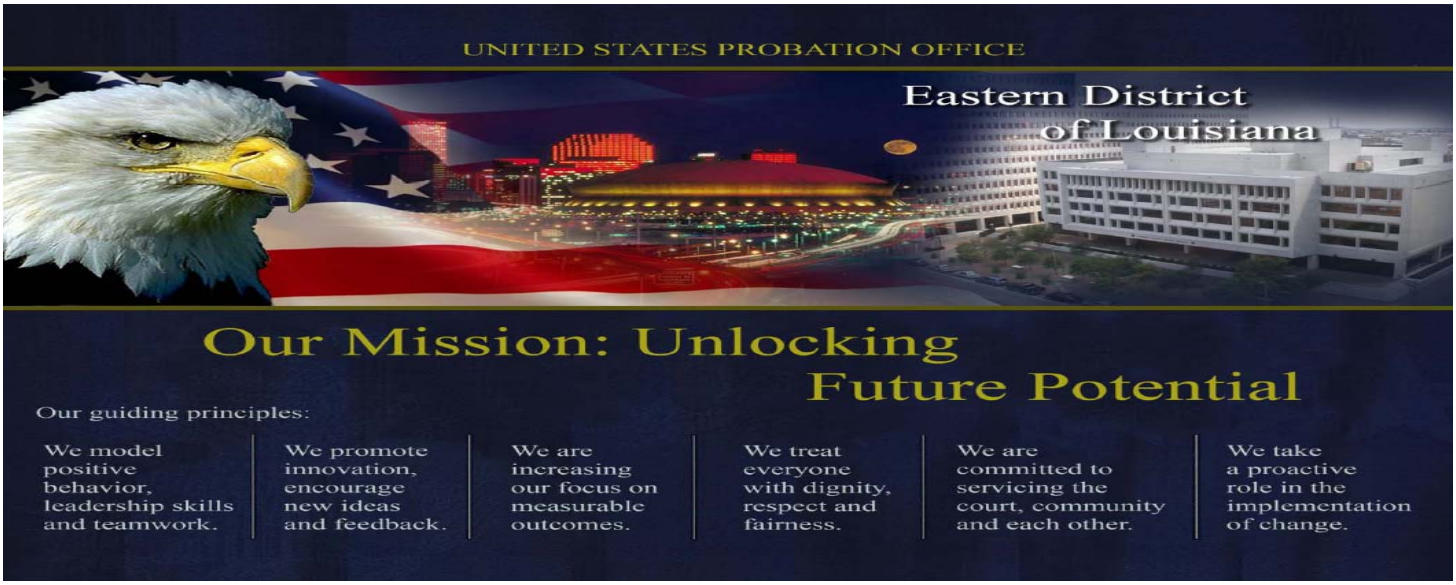
Inquiries regarding this posting or the application process should be directed to our Job Information Hotline at (504) 589-3201.

Special Note:

The selected candidate will be placed on provisional status for one year.

Official academic transcripts (ONLY) should be mailed to the following address:

United States Probation Office
Eastern District of Louisiana
Attention: Human Resources
500 Poydras Street, Room C-151
New Orleans, LA 70130



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