

UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE  
MIDDLE DISTRICT OF LOUISIANA



## NOTICE OF VACANCY

*The United States Probation & Pretrial Services Office for the Middle District of Louisiana is accepting applications for the position of **Probation/Pretrial Services Officer Specialist**.*

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<b>ANNOUNCEMENT NUMBER:</b>	<b>14-USPO-7</b>
<b>LOCATION OF POSITION:</b>	<b>Baton Rouge, Louisiana</b>
<b>POSITION TITLE:</b>	<b>Probation/Pretrial Services Officer Specialist Full-Time Permanent Position (FTP), Excepted Service</b>
<b>CLASSIFICATION LEVEL:</b>	<b>Court Personnel System, Classification Level 29</b>
<b>SALARY RANGE:</b>	<b>\$66,093 - \$107,465 annually depending on experience</b>
<b>OPENING DATE:</b>	<b>Monday, August 4, 2014</b>
<b>CLOSING DATE:</b>	<b>Friday, August 15, 2014, 5:00 PM CST</b>
<b>STARTING DATE:</b>	<b>TBD</b>

### **POSITION OVERVIEW:**

The United States District Court – Middle District of Louisiana is accepting applications for the position of Probation/Pretrial Services Officer Specialist. This position reports to a Supervisory U. S. Probation Officer. Specialists perform duties that involve both general pretrial services or probation cases and specialized types of offenders/defendants. These specialties may include sentencing guideline specialist, drug and alcohol treatment specialist, mental health specialist, special offender specialist, intensive supervision specialist, home confinement specialist, workforce development specialist, and other similar specialties. Specialists may guide the work of probation/pretrial services officer assistants and other staff.

### **REPRESENTATIVE DUTIES:**

- Identifies and evaluates district's need for specialized programs.
- Develops proposals for the Chief Probation and Pretrial Services Officer's approval to provide needed specialized services.
- Develops and manages programs to implement approved specialized service programs.
- Determines and evaluates available resources.
- Negotiates and monitors contracts for specialized services.
- Assists officers in utilization of specialized programs and conducts training for staff.
- Prepares procedures in written form to ensure overall understanding and consistency within the district.
- Supervises offenders or defendants with specialized needs and monitors their compliance with release program.
- Provides consultation to judges and attorneys concerning specialized service programs.
- Performs line officer responsibilities for offenders or defendants with special needs.
- Serves as a liaison in specialized areas to other court units and the public.
- Performs related duties as required by the Court.

### **REQUIRED QUALIFICATIONS:**

Applicants must be U. S. citizens or eligible to work in the United States. Applicants must possess a four year (Bachelor of Arts or Bachelor of Science) degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, or human relations **AND** have at least five years of experience as a United States Probation Officer. *The experience requirement is not subject to substitutions.*

The applicant must also possess the following knowledge, skills, and abilities:

- Knowledge of federal law and the criminal justice system and how it relates to the role and function of the probation/pretrial services officer.
- Strong familiarity with techniques in supervising defendants: skill in working with violent and/or difficult individuals and implementing negotiation and motivation techniques.
- Ability to exercise discretion; demonstrated skill in legal reasoning and critical thinking.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other investigative databases. (ex. National Crime Information Center)
- Excellent organizational and problem solving skills. Ability to compile and summarize information within established time frames.
- Knowledge of legal terminology and the Bail Reform Act.
- Ability to interact and communicate effectively (orally and in writing) with individuals of diverse backgrounds including criminal defendants, law enforcement personnel, judicial personnel, and attorneys.
- Ability to follow safety procedures within the office and while in the community.

**PREFERRED SKILLS AND EXPERIENCE:**

- Fluency in foreign language (Spanish or Vietnamese) a plus
- Master's Degree preferred

**APPLICATION PROCEDURES:**

**Qualified applicants should submit a complete applicant's packet which includes: a letter of interest, a current/detailed resume, AND a completed Application for Judicial Branch Federal Employment (Form AO-78).** Applicant's packets must be received by 5:00 PM CST on Friday, August 15, 2014 to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from the employment link on our website [www.lamd.uscourts.gov](http://www.lamd.uscourts.gov). **YOU MUST REFERENCE THE 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. Hard copies will not be accepted. Please email or fax your complete applicant's packet to:

humanresources@lamd.uscourts.gov

*(Attachment must be saved as **one** PDF file – Multiple attachments WILL NOT be accepted.)*

**OR**

Attention: Human Resources

Fax: 225.389.3542

**ADDITIONAL INFORMATION:**

The most qualified applicants may be invited to one (or more) personal interview(s) with the Court. Those interviewed will receive a written response regarding their application status.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees depending on the appointment type. Employees who work at the Court are considered at-will and work at the pleasure of the court. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. The selectee will be subject to a one year probationary period in this position. Multiple vacancies may be filled from this announcement.

The Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify human resources at humanresources@lamd.uscourts.gov. The decision on granting reasonable accommodations will be made on a case by case basis.

The United States Probation & Pretrial Services Office for the Middle District of Louisiana is an Equal Opportunity Employer and values diversity in the work place.