

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 **Supervisory Probation Officer**.*

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<b>ANNOUNCEMENT NUMBER:</b>	<b>14-USPO-5</b>
<b>LOCATION OF POSITION:</b>	<b>Baton Rouge, Louisiana</b>
<b>POSITION TITLE:</b>	<b>Supervisory Probation Officer Full-time Permanent Position (FTP), Excepted Service</b>
<b>CLASSIFICATION LEVEL:</b>	<b>Court Personnel System, Classification Level 30</b>
<b>SALARY RANGE:</b>	<b>\$78,122-\$126,960 annually, depending on experience</b>
<b>OPENING DATE:</b>	<b>Wednesday, July 9, 2014</b>
<b>CLOSING DATE:</b>	<b>Wednesday, July 23, 2014, 12:00 PM CST</b>
<b>STARTING DATE:</b>	<b>TBD</b>

**POSITION OVERVIEW:**

The Supervisory Probation Officer (SUSPO) is responsible for directly supervising U. S. Probation Officers at Classification Level 29 and below, who carry out the district’s core mission on a daily basis. The incumbent will be expected to communicate, support, and enforce the policies and procedures of the district. This position is located in the probation office and reports directly to the Deputy Chief U. S. Probation Officer (DCUSPO). The responsibilities of the position include, but are not limited to:

**REPRESENTATIVE DUTIES:**

- Daily supervision of a staff of USPOs to accomplish functions of the office.
- Provide direction, assistance, and guidance in performance of duties to ensure compliance with district, federal, and Administrative Office policies, procedures, regulations, and statutes, as well as investigative, supervision, and other professional skills of officers.
- Assign, schedule, review, and evaluate work of each staff member fairly and equitably to include presentence investigations, pretrial service activities, supervision reports, and case files to maintain quality service and adherence to existing policies, procedures, and guidelines.
- Review and edit written work, including case plans, correspondence, and reports that are submitted to all parties, ensuring that recommendations to the court adhere to local and national policy and guidelines.
- Confer regularly with staff to provide direction and assistance in case situations and general operational procedures.
- Supervise personnel matters, recommend new hires, terminations, personnel actions, and ensure accountability in the performance and attendance of each staff member.
- Ensure that statues, regulations, and guidelines pertaining to federal offenders/defendants pre-sentence and pretrial matters are applied and adhered to appropriately.
- Ensure adequate coverage for office activities, court, etc.
- May assist senior management and court unit executive in making operation decisions, including allocating resources, developing policies and strategies, and developing programs.
- Occasional travel may be required to attend district administrative meetings, seminars, conferences, and/or training.
- Performs other duties as required.

**MINIMUM QUALIFICATIONS:**

Applicants must be U. S. citizens or eligible to work in the United States. A bachelor’s degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, or human relations is required. Additionally, applicants must possess the following years of specialized experience\*, one of which must have been at the next lower grade level or its equivalent.

<b>CPS Level</b>	<b>Years of Specialized Experience</b>	<b>Years of experience at next lower grade</b>
CL 30	3 years	1 year

*\*Specialized experience is progressively responsible experience, gained after completion of a bachelor’s degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, coupled with progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and knowledge of the basic concepts, principles, and theories of management, and the ability to understand the managerial policies applicable to the U. S. Probation and Pretrial Services Office. Experience as a police officer, FBI agent, customs agent, marshal, or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience.*

Prior to appointment, the selectee will be required to undergo a full background investigation, drug screen, and credit check. This requirement may be waived if the selectee is a current U. S. Probation Officer. The SUSPO must

adhere to the Code of Conduct for Judicial Employees and will be subject to random drug screening and updated background investigations every five years.

The desired candidate must possess the following knowledge, skills, and abilities:

- Broad knowledge of criminal justice system, particularly as it relates to the Federal Probation procedures. This knowledge must include all areas (PTS, PSRs, and Supervision) as this position may supervise USPOs in any of the three areas.
- Knowledge of basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U. S. Probation & Pretrial Services Office.
- Thorough understanding of PACTS and ability to use PACTS/PACTS reports to analyze and guide the work of officers. The incumbent must further demonstrate the ability to use PACTS data to assess trends and ensure evidence-based practices.
- Ability to work with law enforcement agencies at different governmental levels, community service providers, and other courts. Skill in applying various statutes and implementing regulations.
- Accept and practice the principles found in the Code of Conduct and maintain the highest level of professional conduct and appearance.
- Possess substantial organizational, administrative, and leadership skills; as well as excellent oral and written communication skills.

#### **PREFERRED QUALIFICATIONS:**

- Master's degree or Juris Doctor (J.D.) degree.
- Completion of the Foundations of Management forty hour curriculum from the Graduate School USA

#### **BENEFITS:**

Judiciary employees serve under excepted appointment (not civil service). Employees working at least 20-hours per week or more are eligible for benefits. The generous Federal Employees benefits package includes:

- Social Security and Medicare benefits
- Ten (10) paid Federal holidays and accrued annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Traditional and Roth Retirement savings and investment under the Thrift Savings Plan (TSP) with matching contributions.
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision/Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Group Long Term Care Insurance through CNA
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement
- Federal Employees Group Long Term Disability Program (FEGLTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)
- Paid on-site assigned parking
- 24-hour fitness facility

#### **APPLICATION PROCEDURES:**

**Qualified applicants should submit a complete applicant's packet which includes: a letter of interest (not to exceed one page), a current/detailed resume, and three professional references. External applicants must also submit a completed Federal Judicial Branch Application for Employment (AO 78) with their applicant's packet.** The AO 78 may be downloaded from the employment link located under the court info tab on our website [www.lamd.uscourts.gov](http://www.lamd.uscourts.gov). **YOU MUST REFERENCE THE ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST.**

Applicant's packets must be received by Human Resources no later than 12:00 PM CST on Wednesday, July 23, 2014 to be considered. 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. Applicants selected for interviews will be required to travel to the designated location at their own expense. The Court is not authorized to reimburse applicants for travel and/or relocation expenses.

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.

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.