



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA**
500 Poydras Street, New Orleans, Louisiana 70130
WWW.LAED.USCOURTS.GOV

NOTICE OF POSITION VACANCY

Position Title: CHIEF UNITED STATES PROBATION OFFICER
Position Location: New Orleans, Louisiana
Vacancy Ann. #: 22-DSC-08
Salary Range: \$176,690 – \$204,861 (JSP 17)
Opening Date: Monday, April 25, 2022
Closing Date: OPEN UNTIL FILED. Applications received by **Friday, May 20, 2022**, will be considered for first review.

Position Overview:

The United States District Court for the Eastern District of Louisiana is seeking a qualified individual for the position of **Chief United States Probation Officer**. The Chief U.S. Probation Officer is a high-level management position which is appointed by the District Judges of the Eastern District of Louisiana and operates under the administrative direction of the Chief Judge. The Chief U.S. Probation Officer is responsible for administering and managing the daily operations of the United States Probation Office, including the Pretrial Services Unit, and ensuring the expeditious handling of all investigative work for the court, including presentence investigations and reports. Additional responsibilities include overseeing the effective supervision of all persons on pretrial release, probation, parole, and supervised release, and administering the district's drug, alcohol, mental health, and cognition treatment services for offenders. The Chief U.S. Probation Officer is also responsible for formulating the annual budget and managing all federally appropriated funds. As Certifying Officer for the U.S. Probation Office, the Chief Probation Officer is responsible for authorizing all office expenditures and maintaining appropriate fiscal controls.

The U. S. Probation Office for the Eastern District of Louisiana is a combined district (Probation and Pretrial) which serves 13 parishes in Southeast Louisiana. The District is composed of 12 active Article III judges, 2 senior Article III judges, 5 U.S. magistrate judges. The Probation Office's headquarters is in New Orleans, Louisiana, with 2 divisional offices in Houma, Louisiana and Hammond, Louisiana. The U. S. Probation Office, Eastern District of Louisiana employs nearly 50 staff in a total of three locations.

Representative Duties:

- ❖ Organizes the probation office to ensure expeditious handling of investigative work for the court, institutions, and parole authorities to include effective case supervision of probationers, parolees, persons on supervised release, and persons on pretrial release.
- ❖ Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of pretrial services, probation, parole, and supervised release services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- ❖ Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet national policies and the unique needs of the court, along with standards to ensure an appropriate level of service delivery.
- ❖ Selects and recommends candidates for appointment as probation officers to the court and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters

including promotions, salary increases, disciplinary actions, and dismissals; ensures all personnel are carefully selected and adequately trained; and makes certain the work of all subordinates is systematically evaluated.

- ❖ Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
- ❖ Prepares the operating budget and makes estimates of personnel, space allocation, and operating allowance needs; oversees and is responsible for providing adequate space, equipment, and supplies for the operation of the office; approves requisitions; certifies payment vouchers; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- ❖ Maintains excellent analytical and writing skills, with the ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
- ❖ Oversees the solicitation and implementation of contractual services for substance abuse and mental health treatment of offenders.
- ❖ Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- ❖ Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work-performance; and assures accountability with minimal interference to service delivery.
- ❖ Reports directly to the chief judge and collaborates with other judges making specific recommendations regarding court-related criminal justice issues, with particular emphasis on matters relating to sound sentencing practices.
- ❖ Establishes and maintains cooperative relationships with other probation and pretrial services offices to ensure all requests for assistance from other districts are met promptly and effectively.
- ❖ Establishes and maintains cooperative and collaborative relationships with all components of the court and criminal justice system to include: the Bureau of Prisons; other court unit executives; the district court clerk's office; the United States Attorney's Office; the Federal Public Defender's Office; as well as other federal, state, and local law enforcement, correctional, and social service agencies.
- ❖ Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.
- ❖ Develops and maintains a public relations program that explains pretrial services, probation, parole, and other correctional services to the community; and assumes, in coordination with the chief judge, responsibility for communication with the news media.
- ❖ Monitors community events and issues, with special attention to alleviating hazardous office and field incidents.
- ❖ Occasionally, and when necessary, performs the duties of a line probation officer or a supervising probation officer.
- ❖ Performs related duties as required by the court.

Qualifications:

To qualify for the position of Chief Probation Officer, a person must have a bachelor's degree from an accredited college or university and possess three years of progressively responsible specialized experience **and** three years of substantial management experience earned after the bachelor's degree has been issued. The three years of specialized experience is mandatory and does not permit any substitutions.

Specialized Experience:

Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs is **required**. 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.

Substantial Management Experience:

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning.

Court Preferred Skills:

The following additional qualifications, skills, and experience are preferred:

- ❖ Six to ten years of specialized experience
- ❖ A graduate degree in a closely related field
- ❖ Substantial knowledge of, and experience in, the operations and management of federal probation services
- ❖ Knowledge of federal judiciary strategic plans, polices, and procedures
- ❖ Knowledge of United States Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure
- ❖ Experience on performance measurement and the use of data to improve supervision outcomes and knowledge of current best practices that have been proven through scientific research and study to be effective in the management of individuals on community supervision
- ❖ Demonstrated commitment to and expertise in evidence-based supervision and treatment, and in the development of organizational practices rooted in evidence-based principles to improve offender outcomes and reduce recidivism
- ❖ Experience with specialized problem-solving courts, such as reentry courts and alternative to incarceration programs, and a vision for collaborative approaches to offender supervision.
- ❖ Demonstrated success in strategic planning and staff and organizational development to achieve agency goals.
- ❖ Experience managing space reduction, renovation, and office relocation projects.
- ❖ Experience resolving complex personnel issues and planning and implementing organizational change while motivating staff.
- ❖ Demonstrated ability to effectively interact and communicate, both orally and in writing, with judges, court unit executives, the legal community, other law enforcement, corrections and social services agencies, and the public.

Background Check/Investigation/Clearances:

This is an Executive High-Sensitive position within the Judiciary. Successful applicants will be required to submit to a background investigation, including, but not limited to, fingerprinting, a credit check, and a full field background investigation by the Office of Personnel Management. As a condition of employment, the incumbent will also be subject to an updated background investigation approximately every five years.

This position is **not** covered under the Fair Chance to Compete Act (FCA). Therefore, candidates **will likely** be asked to provide verbal or written statements about criminal history prior to receiving a conditional job offer. When applying for this position, completion of Questions 18, 19, and 20 on Form AO-78, “Application for Employment” is **mandatory**.

First-time appointees to federal Law Enforcement Officer (LEO) positions must not have reached their 37th birthday at the time of appointment. Candidates who currently hold a LEO position and who accept the position of Chief U.S. Probation Officer should note that all LEO provisions, including medical requirements and mandatory retirement age provisions, remain in effect.

Benefits:

Employees of the United States District Court are “Excepted Appointments” and considered “At-Will: judicial employees. Federal Government Civil Service classifications or regulations do not apply. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, and retirement benefits. Retirement benefits include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k)-equivalent program that includes government matching for employee contributions. Additional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement.

How To Apply:

To be considered for this position, qualified candidates should submit a **single** PDF document that includes:

- ❖ A letter of interest/cover letter
- ❖ A current, detailed resume’
- ❖ A list containing contact information for three (3) professional references
- ❖ A completed [Federal Judicial Branch Application for Employment \(Form AO-78\)](#)

The completed application packet should be emailed to HRAdmin@laed.uscourts.gov. Please reference the vacancy announcement number (*i.e.*, 22-DSC-08) in the subject line of your email.

Selection Process:

Only qualified applicants will be considered. Incomplete application packets will not be reviewed or considered for this position. Based on the selection committee’s determination, only those deemed most qualified will be selected and invited for an interview (or a series of interviews). Reference checks will be conducted for the candidate(s) selected for final screenings. Participation in the interview process, including travel expenses, will be at the applicants own expense, unless otherwise approved in advance by the Chief Judge. Relocation expenses may be authorized by the Chief Judge.

All information provided by applicants is subject to verification and background investigation. False statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Disclosures:

The United States District Court reserves the right to modify the conditions of this vacancy announcement, withdraw the vacancy announcement, and/or fill the position sooner than the closing date without prior notice. The United States District Court requires employees to adhere to a Code of Conduct for Judiciary Employees. Applicants must be a United States Citizen or eligible to work in the United States.

The United States District Court is an Equal Opportunity Employer.