



## UNITED STATES DISTRICT COURT

### EASTERN DISTRICT OF LOUISIANA

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#### NOTICE OF POSITION VACANCY

**POSITION TITLE:** Chief United States Probation Officer

**LOCATION:** New Orleans, Louisiana

**VACANCY ANNOUNCEMENT #:** 18-DSC-16

**OPENING DATE:** Friday, August 17, 2018

**CLOSING DATE:** Open until filled.

To receive first consideration, applications must be submitted by **Monday, September 17, 2018**

**SALARY RANGE:** JSP 15-17 (121,280-\$189,438)

(DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

#### 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 reports to all district judges and operates under the administrative direction of the chief judge. The U. S. Probation Office for the Eastern District of Louisiana is a combined district (Probation and Pretrial) which encompasses 13 parishes, 12 Active Article III Judges, 2 Senior Judges, and 5 Magistrate Judges. The headquarters office is located in New Orleans, Louisiana. The U. S. Probation Office employs nearly 50 staff in a total of three locations.

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.

## 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.
- Promulgates 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 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 a position of Chief Probation Officer up to JSP 16, a person must have a bachelor's degree from an accredited college or university and possess at least three years of progressively responsible specialized experience, earned after the bachelor's degree has been issued. To qualify for JSP 17, a person must, in addition to the three years of progressively responsible specialized experience, possess three years of substantial management experience earned after the bachelor's degree has been issued. For those applicants with federal experience, at least one year of the required specialized experience must be at or equivalent to a JSP 14. The three years of specialized experience is mandatory and does not permit any substitutions.

### **Specialized Experience:**

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 position, other than criminal investigation experience, does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

### **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 preferred:

- Six to ten years of specialized experience.

- A graduate degree in a closely related field.
- Previous management/leadership experience, education or training relevant to United States Probation Office operations.
- Knowledge of federal judiciary strategic direction, policies, 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.

### REQUIRED CLEARANCES

Successful applicants will be required to submit to a background investigation, which includes 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 every five years.

### ADDITIONAL IMPORTANT INFORMATION FOR APPLICANTS

Ordinarily, probation and pretrial services officers and assistants may be considered as qualifying as “Law Enforcement Officers” (“LEO”) under Office of Personal Management (“OPM”) and Administrative Office (“AO”) criteria. Those in LEO-qualifying positions must not have reached their 37<sup>th</sup> birthday at the time of first appointment as a LEO since separation is mandatory upon reaching the age of 57 (and retirement eligibility requires 20 years of service). For an applicant with previous LEO experience under the CSRS or FERS with either a subsequent break in service or intervening service in a non-LEO position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37. For example, for a candidate with five years of creditable previous law enforcement experience, the maximum entry age would be 42.

A person appointed as the Chief Probation Officer who has not been previously classified as a federal LEO and is not subject to LEO hazardous duty retirement coverage is not subject to the maximum entry age provisions above.

## MEDICAL REQUIREMENTS

The medical requirements and essential job functions derived from the medical guidelines for probation officers are available for public review at [www.uscourts.gov](http://www.uscourts.gov).

## BENEFITS

Benefits include ten paid holidays, paid annual and sick leave, and participation in the Federal Employees Retirement System including the Thrift Savings Plan. Optional benefits include participation in the Federal Employees Health Benefits Program, Federal Employees Group Life Insurance program, Flexible Benefits program, employee contributions to the Thrift Savings Plan, Federal Judiciary Long Term Care Insurance program, and the Federal Employees Dental and Vision program. Private long-term disability insurance may also be available. Neither the Office of Personnel Management, nor civil service regulations, applies to court appointments.

## CONDITIONS OF EMPLOYMENT

- The court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same or similar position becomes available within a reasonable time of the original announcement, the appointing officer may elect to select a candidate from the original qualified applicant pool.
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- Participation in the interview process will be at the applicant's own expense. Relocation expenses may be authorized under certain conditions.
- Applicants must be United States Citizens or eligible to work for the United States government. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit).

## HOW TO APPLY

Interested candidates should submit a complete applicant's packet which includes:

- A brief cover letter stating the reason for the applicant's interest in applying for the position
- A current/detailed resume
- A two page or less original writing sample addressing the following questions:

*Over the last ten years, there have been significant changes and developments made in the probation/pretrial services fields, specifically in the areas of evidence-based practices, risk assessment, and outcome measurement. Describe how you, as Chief United States Probation Officer, will ensure that the United States Probation/Pretrial Services Office in Eastern District of Louisiana stand out as a positive example for other probation offices in these areas, while also performing all other required administrative functions, including the management of a decreasing staff and budget.*

- A completed AO-078 Federal Judicial Branch Application For Employment

The AO-078 application form can be downloaded from:  
[http://www.laed.uscourts.gov/sites/default/files/forms/AO\\_078.pdf](http://www.laed.uscourts.gov/sites/default/files/forms/AO_078.pdf)

**Please email your complete applicant's packet to:** [HRAdmin@laed.uscourts.gov](mailto:HRAdmin@laed.uscourts.gov)

Please reference the vacancy announcement number in the subject line of your email. Applications will not be considered complete until all items listed above have been received. All application materials must be submitted **ELECTRONICALLY**.

*The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer*