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.**

ANNOUNCEMENT NUMBER: 26-USPO-03

LOCATION OF POSITION: Baton Rouge, Louisiana

POSITION TITLE: Probation/Pretrial Services Officer
Full-time permanent position, excepted service

CLASSIFICATION LEVEL: Court Personnel System, Classification Level 25/25

STARTING SALARY: $63,780 annually

OPENING DATE: Thursday, October 22, 2026

CLOSING DATE: Thursday, November 19, 2026, at 12:00 PM CST
Priority will be given to applicant packets submitted by Thursday, November 5, 2026.

STARTING DATE: TBD

- This position has promotion potential without further competition up to classification level 28.

POSITION OVERVIEW:

The United States Probation & Pretrial Services Office for the Middle District of Louisiana is accepting applications for the position of Probation/Pretrial Services Officer. This position reports to a Supervisory United States Probation Officer. By statute, Probation/Pretrial Services Officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Officers perform duties that involve general pretrial services or probation cases. USPO transfers from another district are welcome and encouraged to apply.

REPRESENTATIVE DUTIES:

- Conducts investigations, which include offense, prior record, and personal and family.
- Compiles, analyzes, and evaluates information gathered during presentence investigations. Prepares presentence reports.
- Supervises offenders to facilitate adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment, as necessary. Develops and implements supervision plans.
- Maintains personal contact with offenders through office and community/home visits and by telephone. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, and employment and training sources.
- Initiates contacts with, replies to, and seeks information from organizations and persons concerning offenders' behavior and conditions of supervision. Detects and investigates possible violations and implements appropriate alternatives and sanctions. Reports violations to appropriate authorities.
- Conducts preliminary interviews and other investigations, as required.
- Maintains a detailed written record of case activity.
- Performs all other duties as required by the Court.

GENERAL INFORMATION & REQUIREMENTS:

Applicants must be United States citizens or eligible to work in the United States and have a valid driver's license. 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, human relations, business, or public administration which provide evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position AND one of the following (not subject to substitutions):

- One-year specialized experience equivalent to the CL-23; or
- Completion of bachelor's degree and superior academic achievement; or
- Completion of one academic year of graduate work in a field of study closely related to the position.

PREFERRED SKILLS AND EXPERIENCE:

- Master's degree.
- 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 (e.g. 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.

MEDICAL REQUIREMENTS & BACKGROUND INVESTIGATION:

The duties of Probation/Pretrial Services Officers require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, the incumbent will be subject to ongoing random drug screenings, updated background investigations every five years, and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

TRAINING REQUIREMENTS:

As a newly appointed Probation/Pretrial Services Officer you will be required to participate in and complete the Initial Probation and Pretrial Services Training (IPPT) program. The program takes place at The Federal Probation and Pretrial Academy located in Charleston, South Carolina, at the Federal Law Enforcement Training Center (FLETC). The program's duration is 6 weeks / 29 training days. The officer must pass written and practical exams and complete required electronic learning modules in order to satisfy the graduation requirements. Enrollment will be requested once the officer is officially appointed to the position.

MAXIMUM ENTRY AGE:

United States Probation/Pretrial Services Officers are certified as law enforcement officers (LEOs). Because of the physical requirements of a LEO position, you are in a special category under FERS, which requires a higher FERS contribution rate; mandatory separation at age 57; and eligibility for retirement benefits at the time of mandatory separation. Therefore, first-time appointees must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.

BENEFITS:

Judiciary employees serve under excepted appointment (not civil service). Employees working at least 20-hours per week, or more are eligible for the following benefits:

- Federal Employees Retirement System (FERS-FRAE) – employee contribution is 4.9% of base pay for Law Enforcement Officers. Enrollment is automatic upon employment.
- Thrift Savings Plan (TSP) – traditional and/or Roth retirement savings and investment plan with employer matching contributions up to 5% of pay. Enrollment is automatic upon employment.
- Social Security and Medicare benefits
- Eleven paid Federal holidays plus annual and sick leave accruals
- Federal Employees Health Benefits Program (FEHB)
- Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program for Health Care Reimbursement (HCRA)
- Flexible Benefit Program for Dependent Care Reimbursement (DCRA)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Paid on-site assigned parking
- Mandatory electronic fund transfer (direct deposit) participation for payment of net earnings
- Premium Payment Plan (PPP)
- 24-hour on-site fitness center

APPLICATION PROCEDURES:

Qualified applicants should submit a complete applicant packet which includes: a letter of interest, resume, three professional references, a copy of the applicant's last performance appraisal, and a completed Application for Judicial Branch Federal Employment (Form AO-78). Applicant packets must be received by 12:00 PM CST on Thursday, November 19, 2026, to be considered. Priority will be given to applicant packets received by Thursday, November 5, 2026. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from our website www.lamp.uscourts.gov/career-opportunities. You must reference the vacancy announcement number in your letter of interest. Applicant packets 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 packet to:

humanresources@lamd.uscourts.gov
*(Attachments must be saved as **one** PDF file – Multiple attachments WILL NOT be accepted.)*
------- OR -------
Attention: Human Resources; Fax: 225.389.3542

ADDITIONAL INFORMATION:

Due to the volume of applications received, the United States Probation & Pretrial Services Office will contact only the most qualified applicants who will be invited to one (or more) personal interview(s) and will be required to complete a written test. 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. Only those who are interviewed will receive a written response regarding their application status. If you are not contacted by our office, another candidate within the recruitment field, with either more experience or qualifications, was selected. Please do not call.

A high sensitive background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending a favorable suitability determination by the court after completion of the background investigation, drug screen, and medical examination. Unsatisfactory results may result in termination of employment.

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.

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 incumbent 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 Americans with Disabilities Act. If you need reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodation 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 workplace.