



NOTICE OF VACANCY

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

ANNOUNCEMENT NUMBER: 26-USPO-1

LOCATION OF POSITION: Baton Rouge, Louisiana

POSITION TITLE: Probation Support Technician
Full-time permanent position, excepted service

CLASSIFICATION LEVEL: Court Personnel System, Classification Level 23

STARTING SALARY: \$40,346 - \$55,882 annually depending on experience

OPENING DATE: Thursday, March 19, 2026

CLOSING DATE: Open until filled; priority will be given to applicant's packets received by 12:00 PM CST on Thursday, April 2, 2026

STARTING DATE: TBD

- This is a full-time permanent position with promotion potential up to CL 24 without further competition.
- The salary range listed above is based on full-time employment. Starting salary commensurate with experience, qualifications, and salary history.

POSITION OVERVIEW:

The United States Probation and Pretrial Services Office for the Middle District of Louisiana is accepting applications for the position of Probation Support Technician. This entry-level position provides specialized experience that may qualify the incumbent for future consideration for judicial law enforcement officer (LEO) positions, including Probation Officer Assistant and Probation Officer. Selection for LEO positions is competitive and subject to a separate hiring process.

The Probation Support Technician reports to a Supervisory Probation Officer and serves in a non-law enforcement position within the federal judiciary. The incumbent provides technical and operational support and assistance to probation and pretrial services officers in a variety of areas, including assisting in the collection, verification, and compilation of information for investigations; assisting with the supervision and monitoring of select offenders and defendants; preparing draft reports and correspondence; and performing other duties as assigned.

REPRESENTATIVE DUTIES:

- Under the direct guidance of a senior officer, supervise select lower-risk caseloads of offenders/defendants, which may include placing telephone calls and maintaining files and case records.
- Under direct guidance, participate in select investigations as needed for pre-release/furlough, pre-sentencing, and bail reports. Draft and submit select reports and maintain related investigative files and case records. Observe and report to officers/supervisors on the lifestyle, personal problems, and needs of offenders/defendants.
- Assist officers by compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and performing other similar activities. Visit or contact various local, state, and national law enforcement and regulatory agencies to collect and record information. Provide officers with verifiable and supportable documentation to assist in completion of reports and assist in identifying community resources to meet the special needs of offenders/defendants.
- Schedule urinalysis tests of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Inform officers regarding test results. Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain chain of custody of urinalysis testing materials. Maintain inventory of supplies. Enter data and information into the office's computerized database system. Testify, as necessary, before the court or Parole Commission. Where applicable, may assist officers and non-English speaking offenders/defendants, family members, and witnesses in translating speech, documents, and correspondence.
- Perform other duties as assigned.

GENERAL INFORMATION & REQUIREMENTS:

Applicants must be United States citizens or eligible to work in the United States. To qualify, an applicant must be a high school graduate or equivalent and have at least one year of specialized experience equivalent to CL 23 in a related field. Specialized experience includes progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Travel, and possession of a valid driver's license, is required.

PREFERRED SKILLS AND EXPERIENCE:

- At least two years of specialized experience and 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.
- Excellent computer knowledge, with experience in the Windows operating environment and Word preferred, and the ability to type a high volume of material accurately.
- 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 organize, oversee, and complete multiple projects simultaneously, and with limited supervision.
- Detail oriented with strong organizational skills.
- Dependable, with a commitment to regular attendance and the ability to work beyond traditional office hours when required.
- The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the office's vision, mission and goals.

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 4.4% of base pay. 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's packet which includes: a letter of interest, current/detailed resume, and a completed Application for Judicial Branch Federal Employment (Form AO-78). While the position is open until it is filled, priority will be given to applicants' packets received by Thursday, April 2, 2025, 12:00PM CST. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from our website <http://www.lamp.uscourts.gov/career-opportunities>. You must reference the vacancy announcement number in your letter of interest. Applicants' 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's packet to:

humanresources@lamd.uscourts.gov

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

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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). 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 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. 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.