



**UNITED STATES PROBATION OFFICE, EASTERN DISTRICT
OF LOUISIANA**

invites applications for the position of:

Probation Support Technician

SALARY:	\$33,641.00 - \$54,670.00 Annually
DEPARTMENT:	United States Probation Office, Eastern District of Louisiana
OPENING DATE:	04/10/19
CLOSING DATE:	04/24/19 05:00 PM
JOB GRADE:	CL23
LOCATION:	New Orleans, LA

POSITION OVERVIEW:

The U.S. Probation Office within the Eastern District of Louisiana is currently accepting applications for the position of Probation Support Technician.

Probation Support Technicians provide entry-level technical and administrative support to probation officers in areas including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, supervise a caseload of low risk offenders and defendants, conduct urinalysis and perform similar duties under the guidance of a probation officer.

REPRESENTATIVE DUTIES AND REQUIRED COMPETENCIES:

Assist probation officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities.

Conduct urinalysis testing. Maintain paper and computerized records of test results and inform probation officers of test results. Maintain and mail or transport tests and materials to laboratories for confirmation.

Under the guidance and direction of a probation officer, monitor offender compliance by making telephone contacts and reviewing written monthly reports. Report noncompliance issues to probation officer.

Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Format, type, and edit reports which are reviewed by a probation officer.

Prepare and update case files and reports for investigation and supervision at the direction of a probation officer and in accordance with established policies and practices.

Perform similar duties as assigned.

QUALIFICATIONS - EXPERIENCE & EDUCATION:

Required:

The successful candidate must be a high school graduate or equivalent, plus two years general experience. General experience is defined as progressively responsible clerical, office or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours of undergraduate study) equals one year of general experience.

Applicants must be U. S. citizens or eligible to work in the United States.

Preferred:

Bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration.

ADDITIONAL INFORMATION:

Benefits:

Full-time employees of the United States Probation Offices are eligible for a full range of benefits to include paid vacation and sick leave, 11 paid holidays, and retirement benefits to include a defined contribution program and a 401(k) styled program called the Thrift Savings Plan (TSP), with a government match of up to 5%. Optional benefits include health and life insurance, disability insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.laep.uscourts.gov>

Position #19-PRB-02
PROBATION SUPPORT TECHNICIAN
CG

United States Probation Office, EDLA
500 Poydras Street, Room B-505
New Orleans, LA 70130
504-589-3333

laedml_hr@laed.uscourts.gov

Probation Support Technician Supplemental Questionnaire

- * 1. Do you have a High school diploma or equivalent and two years general experience?
 Yes No

- * 2. Do you have a bachelor's degree from an accredited university or college in an academic field such as criminal justice, criminology, psychology, sociology or business or public administration?
 Yes No

- * 3. Please identify the number of years you have working with Microsoft, Office Suite products, such as Excel, Access, Word, Outlook and Powerpoint?
 Working knowledge- less than one year working experience or through academic use only.
 Proficient User- More than 1 year with deep experience in the use of all products
 Super User- qualified in all aspects and all platforms of Office and can act as a tutor/mentor to others

- * Required Question