

**United States Probation and Pretrial Services Office, Eastern District of Arkansas**

**Drug and Alcohol Treatment Specialist**

**Job Announcement Number: 2012-09**

**CAREER OPPORTUNITY**

2012 Salary Schedule Table 01:

CL 29: \$65,439-\$106,399

**Position Overview:**

The Probation Officer Specialist will function as the Drug and Alcohol Treatment Specialist for the U.S. Probation and Pretrial Services Office, Eastern District of Arkansas. The Drug and Alcohol Treatment Specialist is a mission critical, career-path position. This specialist is the designated authority on drug and alcohol treatment, programs, and services in this district. The Drug and Alcohol Treatment Specialist will manage the contracting process to purchase drug and alcohol counseling and treatment services for special needs defendants\offenders, and identify publicly-funded treatment services in the district. This position will be assigned to the Little Rock office. Frequent district travel, statewide, and some out-of-state travel is required. Irregular working hours, including weekend work, may be required to support the Court and to assist defendants\offenders.

**Opening Date:** Wednesday, May 3, 2012

**Closing Date:** Wednesday, May 16, 2012

**Position Location:** This position will be assigned to the Little Rock office.

**Education and Professional Work Experience Requirements:**

A minimum of a baccalaureate degree is required in an academic discipline such as: business administration; public administration; judicial administration; counseling, psychology; social work; sociology; criminology; or criminal justice administration. A minimum of three (3) years of specialized experience, including at least one year at classification level (CL) 28, as a federal probation\pretrial services officer in the United States Courts is required.

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

Experience in fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse specialist, and correctional researcher may constitute a portion of the specialized experience.

- Specialized experience must be earned after the bachelor's degree is granted. Completion of one academic year of graduate study in one of the social sciences may be substituted for one year of specialized experience; or
- Completion of a master's degree or two years of graduate study in an accredited university in one of the social sciences may be substituted for two years of specialized experience. No more than two years of academic achievement may be substituted for specialized experience.
- Experience as a police officer, FBI agent, Customs Agent, Marshal or similar positions do not meet the requirements of specialized experience.

## United States Probation and Pretrial Services Office, Eastern District of Arkansas

### Drug and Alcohol Treatment Specialist

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Current knowledge of and/or experienced with rehabilitative treatment modalities, drug treatment programs, services, testing methods, analysis, and interpretation is essential. Knowledge of commonly abused drugs, drug abuse statutes, penalties, policies and procedures applicable to substance abuse treatment is essential. Strong verbal and writing skills are required. Drug counseling, treatment experience, procurement and budget experience is a plus. Competent computer skills in a windows environment are necessary.

A working knowledge of federal pretrial, pre-sentence, and adult defendant and offender supervision policies and procedures is required, which includes the federal monographs for each specialized unit. Leadership skills, good analytical skills, good judgment, and a high degree or level of integrity is critical to be successful in the job.

The incumbent must be a **current** Federal Probation/Pretrial Services Officer in good standing. This includes consistent high quality past job experience/performance and an attendance record that indicates reliability.

#### **Background Investigation and Medical Standards:**

U.S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing, or the initial OPM background investigation. The Chief U.S. Probation Officer may review the most recent reinvestigation report completed on behalf of the officer.

#### **Application Procedures:**

Applicants must submit a cover letter, the October 2009 Judicial Branch Federal Employment (AO-78) application, copies of your last two performance evaluations, and detailed resume. Access and download the complete position description, the employment application, and this announcement by visiting the careers page at <http://www.arep.uscourts.gov>. Electronically transmit your application documents to [janice\\_edmon@arep.uscourts.gov](mailto:janice_edmon@arep.uscourts.gov) or you may forward a hardcopy of your application documents by postal mail to the address that is provided below.

Janice M. Edmon, HRS  
U.S. Probation and Pretrial Services Office  
Federal Building, Suite 6202  
700 West Capitol Avenue  
Little Rock, Arkansas 72201-9741

**The U.S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice. Hiring may be constrained by budgetary considerations.**

An Equal Employment Opportunity Employer

## United States Probation and Pretrial Services Office, Eastern District of Arkansas

### Position Description: Drug and Alcohol Treatment Specialist

<b>Job Title</b>	Probation Officer Specialist, Classification Level 29
<b>Occupational Group</b>	Professional Line (Law Enforcement)

#### Job Summary

The Probation Officer Specialist will function as the Drug and Alcohol Treatment Specialist for the U.S. Probation and Pretrial Services Office, Eastern District of Arkansas. The Drug and Alcohol Treatment Specialist is a mission critical, career-path position. This specialist is the designated authority on drug and alcohol treatment, programs, and services in this district. The Drug and Alcohol Treatment Specialist will manage the contracting process to purchase drug and alcohol counseling and treatment services for special needs defendants\offenders, and identify publicly-funded treatment services in the district. This position will be assigned to the Little Rock office. Frequent district travel, statewide, and some out-of-state travel is required. Irregular working hours, including weekend work, may be required to support the Court and to assist defendants\offenders.

#### Education and Professional Work Experience Requirements

A minimum of a baccalaureate degree is required in one of the following academic disciplines: business administration; public administration; judicial administration; counseling; psychology; social work; sociology; criminology; or criminal justice administration. A minimum of three (3) years of specialized experience, including at least one year at classification level (CL) 28, as a federal probation\pretrial services officer in the United States Courts is required.

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

- Experience in fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse specialist, and correctional researcher may constitute a portion of the specialized experience.
- Specialized experience must be earned after the bachelor's degree is granted. Completion of one academic year of graduate study in one of the social sciences may be substituted for one year of specialized experience; or
- Completion of a master's degree or two years of graduate study in an accredited university in one of the social sciences may be substituted for two years of specialized experience. No more than two years of academic achievement may be substituted for specialized experience.

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- Experience as a police officer, FBI agent, Customs Agent, Marshal or similar positions do not meet the requirements of specialized experience.

Current knowledge of and/or experienced with rehabilitative treatment modalities, drug treatment programs, services, testing methods, analysis, and interpretation is essential. A knowledge of commonly abused drugs, drug abuse statutes, penalties, policies and procedures applicable to substance abuse treatment is essential. Drug counseling or treatment experience in a clinical setting is a plus. Financial management and procurement experience is essential. Experience in contract development and negotiations, monitoring services, and drug treatment program assessment is needed.

A working knowledge of federal pretrial, pre-sentence, and adult defendant/offender supervision policies and procedures is required, which includes the federal monographs for each specialized unit. Leadership skills, good analytical skills, good judgment, and a high degree or level of integrity is critical to be successful in the job.

**Drug and Alcohol Treatment (Probation Officer) Specialist Job Duties and Responsibilities**

Conduct research, collect data, and compile information on substance abuse treatment programs and services available in the district. Maintain a current automated data base of facilities in the district.

Interpret, develop, and implement programs, policies, procedures, and other administrative tasks to achieve a high quality, service delivery standard and a successful defendant/offender treatment rate in the district.

Manage the contracting process to purchase counseling and treatment services for special needs defendants/offenders, and identify publicly-funded treatment services in the district.

Identify resources and solicit vendors for drug treatment contracts in the Eastern District of Arkansas to treat the specialized defendant/offender population.

Monitor and assess the performance of treatment facilities and provides corrective action or other appropriate recommendations.

Review treatment invoices to certify services delivered according to procurement and contracting guidelines ensuring appropriate disbursement of funds.

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Provide assistance to probation officers on substance abuse issues, prescription medications, recovery issues, and positive test results.

Evaluate drug testing methodologies to determine the most accurate, reliable, and valid method to comply with court-ordered testing and to assist in the purchase of drug aftercare related supplies while adhering to procurement and contracting guidelines and requirements.

Establish, monitor, and critique sample collection procedures to protect the integrity of the samples and chain of custody requirements. Ensure that samples are securely packaged and sent for analysis in a timely manner.

Provide feedback and assistance regarding the scheduling and effective use of drug detection devices and DNA collection of offenders/defendants following established procedures and protocols.

Maintain paper and computerized records of test results and inventory of instant test cups.

Regularly attends unit meeting to gather information in order to identify actual or potential problems and propose solutions.

Attend\Conduct regularly scheduled quarterly staff meetings to assess offender/defendant progress.

Serve as a resource and liaison to staff, management, and other probation and/or pretrial districts on matters related to substance abuse and defendant\offender population. Represent the agency in meetings with other court units and external entities.

Provide officers guidance and assistance on appropriate alternatives and sanctions using the *Supervision Monograph 109* as a guide.

Consult, collaborate, and facilitate cross-training of other specialists to assist them to understand and to perform the job duties and responsibilities of the Drug and Alcohol Treatment Specialist, and proactively learn the job duties of other specialist positions to competently function as their back-up as needed.

Respond to judicial officers' requests for information and advice. Serves as a resource to the court and provides expert testimony in court as needed.

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Perform investigation and supervision responsibilities for defendants\offenders with specialized needs.

Conduct case reviews to assess probation and pretrial services officer's management and documentation of a defendant\offender illegal substance use and court-ordered treatment.

Serve as the district resource/authority on matters relating to local, state and federal law regarding requirements for HIV disclosure issues.

Serve as the in-house authority on matters relating to confidentiality issues regarding defendants\offenders with HIV and DNA collection.

Update drug aftercare policies and procedures and provide training on an annual basis or more as needed.

Protect the confidentiality of all data collection, testing, results, and treatment information.

Other duties as assigned.

**Factor 1: Required Competencies (Knowledge, Skills, and Abilities)**

Broad knowledge of federal law and the criminal justice system, particularly as it relates to federal pretrial services, and probation and parole legal requirements, policies, and procedures. Knowledge of the roles, responsibilities, and relationships among the federal courts, the U.S. Parole Commission, the U.S. Marshall Service, the Bureau of Prisons, the U.S. Attorney's Office, the Federal Public Defender's Office, and other organizations.

The incumbent will have a working knowledge of federal and state statutes on illegal drugs. The Probation Officer Specialist must identify and evaluate needs, develop proposals, implement programs, and negotiate and monitor contracts. Expert knowledge of available community and state treatment programs, resources, and services. Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Ability to conduct training and provide consultation. Ability to interview people with diverse backgrounds, their families and others in the community to obtain needed information.

Ability to apply sentencing guidelines and make appropriate recommendations. Ability to discern deception and act accordingly. Skill in supervising defendants\offenders with specialized needs/situations, (i.e. substance abuse). Ability to provide guidance to other officers, the court, and other agencies regarding area of expertise. Ability to effectively communicate

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orally and in writing with judicial officers, attorneys, and law enforcement personnel. Ability to provide appropriate technical assistance to management and line officers. Ability to meet deadlines and to write clearly and concisely.

**Judgment and Ethics**

Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

**Written and Oral Communication/Interaction**

Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including judicial officers, attorneys, law enforcement and collateral agency personnel at different government levels, community service providers, and defendants\offenders and their families/support systems, and others for the purpose of supervision and investigation.

**Information Technology and Automation**

Skill in the use of automated equipment including word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information and similar activities. Skill in interpreting and analyzing data from a variety of investigative databases.

**Factor 2: Primary Job Focus and Scope**

The primary focus of the Drug and Alcohol Treatment Specialist is to fulfill statutory requirements to conduct pretrial and presentence investigations, supervise defendants\offenders, make recommendations to the court, evaluate needs and conditions and maximize compliance for the purpose of ensuring community safety. A proper recommendation to the court maximizes the protection to the public, and proper sentencing minimizes the number of incarcerations while maximizing the protection of the public. The incumbent’s work assists the officers and the court by developing programs for defendants and offenders with specialized needs which helps ensure appearance at future court hearings and/or proper sentencing. In order to secure and develop treatment and testing programs, the incumbent must understand and be able to apply procurement laws and guidelines.

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The programs developed and managed by the Drug and Alcohol Treatment Specialist aid judicial officers in making decisions. Successful management of special needs defendants and offenders benefit the client, his/her family members, employers and others in the defendant's/offender's community. Society benefits from successful supervision and the use of detention alternatives by saving the costs of incarceration. Often the defendant or offender completes the conditions of supervision and becomes a productive member of the community.

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**Factor 3: Complexity and Decision Making**

The job involves making independent decisions within the context of professional standards, broad policies, and general goals. The incumbent gathers and analyzes information to determine or recommend the best course of action. Management of defendants and offenders with specialized needs is in itself complex and often controversial. Recommending a specialized approach or making program referrals, often over the protests of the defendant/offender is difficult. Determining the effectiveness of programs, in conjunction with other professional personnel is also difficult. Staying abreast of developments in concentrated area adds to the complexity of this position.

The incumbent requires minimal supervision in most areas. Scheduling and completion of work in a timely manner is expected. The incumbent has discretion in developing, implementing and evaluating programs as they relate to drug aftercare. The incumbent's recommendations are usually accepted.

**Factor 4: Work Parameters**

The incumbent is the designated authority on drug and alcohol treatment, programs, and services in this district. Drug and Alcohol Treatment cases require the incumbent to exercise astute analytical ability. The incumbent requires minimal supervision. Contracting and procurement requirements must be adhered to and completed in a timely fashion.

This position will conduct research, develop proposals, and implement a district-wide plan for substance abuse counseling services and treatment programs. Research and development includes an assessment to identify problems and to recommend solutions to achieve appropriate, cost-effective treatment plans for the district. The incumbent works within a specified or negotiated time frame for assignments or projects. The person in this position has the discretion to make informed decisions and feasible recommendations. The incumbent's recommendations are usually accepted.

**Factor 5A: Interactions with Judiciary Contacts**

The primary judiciary contacts are other probation/pretrial services staff, judicial officers, peers in the field of specialization, staff of other court units, the Administrative Office's General Counsel, and the United States Sentencing Commission for purpose of conducting research and investigations and maintaining accurate and up-to-date information in case files. Regular contact with judges and other court personnel is needed to gather information, as well as to provide consultation concerning specialized programs and services.

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**Factor 5B: Interactions with External Contacts**

The primary external contacts are defendants\offenders and their families, other government agencies, U.S. Attorney’s Office, Federal Public Defender’s Office, U.S. Marshals, Bureau of Prisons, Parole Commission, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating defendant's\offenders’ backgrounds, obtaining and verifying arrest information, drafting sentencing guidelines, and similar activities. Regular contacts are with drug and alcohol treatment professionals and mental health professionals for the purpose of providing specialized supervision of defendants\offenders. Regular contact with providers is essential to ensure compliance with contracted programs, services, and standards.

**Factor 6: Work Environment and Physical Demands**

The Drug and Alcohol Treatment Specialist will be directly supervised by the Supervisory Probation Officer and will work under general direction from the Chief United States Probation and Pretrial Services Officer, the Deputy Chief United States Probation and Pretrial Services Officer, and judicial officers.

Field visits to defendants\offenders and the families of defendants\offenders will require travel to areas known for high crime and violence. Defendants\Offenders and their family members are often hostile toward the incumbent. Interaction with special needs offenders such as those with mental or substance abuse problems may expose the incumbent to potential danger.