

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

**Drug & Alcohol Treatment Specialist
(Special Offender Specialist)**

Job Announcement No.: 2016-08

CAREER OPPORTUNITY

2016 Salary Table (RUS):
CL 29: \$67,537 - \$109,801

Position Overview:

The Drug & Alcohol Treatment Specialist (Special Offender Specialist) is a mission critical, career-path position. The Drug & Alcohol Treatment Specialist (SOS) performs duties that involve both general cases and specialized cases involving offenders/defendants with high-risk issues, such as sex offenses, computer-related crimes, mental health treatment, substance and/or alcohol abuse, and financial (white collar) crimes, or have location monitoring conditions. Intensive supervision is required for high-risk offenders/defendants. The Drug & Alcohol Treatment Specialist (SOS) is responsible for matter relating to the effective supervision of pretrial services clients, probationers, supervised releasees, and/or parolees who require involvement in a drug aftercare program, treatment, and/or testing. The Drug & Alcohol Treatment Specialist (SOS) may guide the work of probation/pretrial services officer assistants and other staff. Work is performed in an office setting and in the community and requires regular contact with persons who have violent backgrounds. 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, to assist defendants and offenders, and to protect the community.

Opening Date: Friday, June 24, 2016

Closing Date: Friday, July 8, 2016

*Preference will be given to applicants submitted by close of business, Friday, July 8, 2016.

This position is a transfer opportunity for those who wish to apply.

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

Duties & Responsibilities:

A complete position description is available. Drug & Alcohol Treatment Specialist (SOS) duties include, but are not limited to:

- Perform investigative and supervision responsibilities of offenders/defendants in both general and high-risk/specialized cases, which include offenders/defendants who are identified as having drug and/or alcohol issues.
- Serve as a resource and expert to the court, line officers, and staff in drug and alcohol cases.
- Determine and evaluate on an ongoing basis the available resources throughout the district in regards to substance abuse services and care. Secure and contract aftercare services for offenders/defendants while adhering to procurement and contracting

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guidelines and requirements. Maintain regular contact with providers to ensure compliance with contractual agreements. Ensure regular scheduled meetings to assess offender/defendant progress. Monitor the accurate submission of billing documents from the providers to ensure to appropriate disbursement of funds. Provide contracting and procurement services related to this position.

- Participate in the administrative planning of specialized caseloads. Provide advice, consultation, and program vision and direction and make proposals to the Chief.
- Perform other operational and administrative duties regarding drug and alcohol treatment services, as required.

Education & Experience Requirements:

The completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position is required.

A minimum of three (3) years of specialized experience, including at least one (1) year as a classification level of CL-28, as a federal probation or pretrial services officer in the United States Courts is required.

CL 29 Experience Requirement: three years specialized experience is required, including at least one year as a CL28 Probation/Pretrial Services Officer in the United States Courts (federal judiciary).

Specialized experience is progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience such as police, custodial, or security office, other than any criminal investigative experience, is not credible. The completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree may supplement one (1) year of specialized experience.

Court Preferred Skills:

Leadership skills, good analytical skills, good judgment, and a high degree or level of integrity is critical to be successful in the job. Strong verbal and writing skills are preferred. Competent computer skills in a windows environment are necessary.

Background Investigation & Medical Standards:

Please provide the date of your most recent background investigation in your cover letter.

U.S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing, or the initial OPM background investigation. However, the standards

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for the probation officer background investigation will apply. At the discretion of the Chief U.S. Probation Officer, a drug test and/or medical exam may be requested if through direct observation or objection evidence an officer is unable to perform the job functions as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined.

Application Procedures:

A copy of the job vacancy announcement and position description is located at www.arep.uscourts.gov/careers. Qualified applicants must submit the following documents in order to be considered for the positions:

- A Letter of Interest/Cover Letter outlining your knowledge, skills, and experience that are relevant to the position of Drug & Alcohol Treatment Specialist (SOS).
- Detailed Resume
- Two most-recent Performance Evaluations
- Three Professional Reference

It is preferred applicants submit the required documentation in a single PDF file to arepdb_humanresources@arep.uscourts.gov. Applications may also be mailed to the following address:

United States Probation & Pretrial Services, Eastern District of Arkansas
Attn: Margaret Hoskyn
600 W. Capitol Avenue, Suite A226
Little Rock, Arkansas 72201

Application documents must be received no later than 5:00 p.m. Friday, July 8, 2016. Facsimiles will not be accepted.

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