

**UNITED STATES PROBATION OFFICE  
NORTHERN DISTRICT OF WEST VIRGINIA**

**VACANCY ANNOUNCEMENT #2015-06**

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POSITION TITLE: Drug and Alcohol Treatment Specialist

SALARY RANGE: CL 29/Step 1 to CL 29/Step 61

OPENING DATE: May 12, 2015

CLOSING DATE: Open until filled. Applications received by COB on May 21, 2015 will be given priority consideration.

The U.S. Probation Office for the Northern District of West Virginia is seeking a Drug and Alcohol Treatment Specialist. The Drug & Alcohol Treatment Specialist is responsible for matters 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. Additionally, the incumbent serves as the in-house authority on matters relating to confidential issues related to offenders/defendants with HIV.

In addition to the representative duties of a Probation/Pretrial Services Officer at Level CL 28, the Drug and Alcohol Treatment Specialist will perform the following duties:

**Additional Duties/Responsibilities:**

- Perform investigative and supervision responsibilities for offenders/defendants in both general and high-risk/specialized cases which include offenders/defendants who are identified as having drug and/or alcohol issues.
- Supervise a select caseload of offenders/defendants with identified drug or alcohol problems. Conduct investigations and prepare reports to the court.
- Determine and evaluate on an ongoing basis the available resources throughout the district in regards to alcohol and drug aftercare. Secure and contract aftercare services for offenders/defendants while adhering to procurement and contracting guidelines and requirements.
- Act as a resource to staff and management on matters related to substance abuse and offender/defendant population. Provide management and staff with ongoing updates related to changes with this offender/defendant population and with procedural matters related to drug aftercare.
- Maintain regular contact with contract providers to ensure compliance with contractual agreements. Ensure regularly scheduled meetings (quarterly with staff) to assess offender/defendant progress.
- Monitor the accurate submission of billing documents from the providers to ensure the appropriate disbursement of funds. Provide contracting and procurement services

related to this position. Order and stock all drug aftercare related supplies for the district.

- Update drug aftercare policies and procedures and provide related training to staff on an annual basis, or more often as the caseload dictates.
- Provide proposals/recommendations for updates or amendments to conditions of supervision for this special offender population.
- Serve as a resource to staff in identifying and investigating violations related to substance abuse. Provide guidance and assistance with implementation of appropriate alternatives and sanctions using the *Supervision Monograph 109* as a guide.
- Guide, advise and make recommendations to other officers, the court and other individuals regarding substance abuse issues.
- Perform administrative duties regarding drug and alcohol treatment.
- Serve as the district resource/authority on matters relating to local, state, and federal law regarding requirements for HIV disclosure issues. Update and create related policies and procedures on an annual basis or more often if necessary.
- Participate in the administrative planning of specialized caseloads. Provide advice, consultation and program vision and direction and make proposals to the Chief Probation Officer, Deputy Chief Probation Officer and Assistant Deputy Chief Probation Officer.

**Qualifications:**

CL-29 To qualify at the CL 29 level, the applicant must have two years of specialized experience including at least one year as a CL 28 U.S. Probation/Pretrial Services Officer in the U.S. Courts.

Specialized experience is progressively responsible experience and/or knowledge in the fields of pretrial and presentence investigations and pretrial and post-conviction supervision in the United States Probation/Pretrial Office gained after completion of a bachelor's degree.

**Required Skills/Experience:**

In addition to required skills of USPO, CL 28, applicants must possess the following:

- Thorough knowledge of drug and alcohol treatment policies and protocols, as well as appropriate resources. Skill in supervising offenders/defendants with specialized needs/situations, including substance abuse.
- Skill in conducting legal research related to complex and difficult legal issues while supervising offenders/defendants who are high risk or have specialized needs. Skill in evaluating and applying sentencing guidelines in complex cases.
- Build and maintain effective work relationships with peers and management.
- Communicate effectively verbally and in writing and contribute to a positive work environment.
- Display time management skills, be detail-oriented and have the ability to handle multiple tasks simultaneously.

**Background Investigation, Drug Screening, 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. However, all applicable standards for background reinvestigation apply. The Chief U.S. Probation Officer may at his discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines.

**Application Procedure:**

To apply for this position, qualified candidates must submit:

- a completed standard form, AO 78, Application for Judicial Branch Federal Employment (can be downloaded below or the form may be requested via telephone at 304-234-4681 <http://www.uscourts.gov/forms/human-resources-forms>)
- a resume
- a college transcript
- Letter of interest and detailed personal goals should he/she be selected for this position.

Please mark your documents "*confidential*" and send to:

Terry L. Huffman, Chief U.S. Probation Officer  
United States Probation Office  
P.O. Box 248  
Wheeling, WV 26003