



***U.S. Probation and Pretrial Services Office  
for the  
Western District of Pennsylvania***



---

Vacancy # 17-05

Opening Date: July 6, 2017

Closing Date: July 27, 2017

**Drug & Alcohol & Mental Health Specialist**

Location: Pittsburgh, PA

Salary: CL 29 / \$70,311 - \$114,296 – Table PIT

Based on qualifications and experience

---

**Probation and Pretrial Services Office:**

The Probation Office for the United States District Court for the Western District of Pennsylvania provides services to 9 U.S. District Judges and 6 U.S. Magistrate Judges. This vacancy is at the headquarters location in Pittsburgh. The Probation Office headquarters is located in the U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA 15219. There are two branch offices (Erie and Johnstown). By statute, the probation/pretrial services officer serves in a judiciary law enforcement position and assists in the administration of justice and promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. The Drug & Alcohol & Mental Health Specialist is responsible for matters relating to the effective supervision of pretrial services clients, probationers, supervised releases, and/or parolees who require involvement in a drug aftercare program, treatment, and/or testing, mental health problems. Additionally, the incumbent serves as the in-house authority on matters relating to confidential issues related to offenders/defendants with HIV. Probation and pretrial services officer specialists must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants and/or offenders. Officer specialists may guide the work of probation/pretrial services officer assistants and other staff.

**Representative Duties:**

- Perform investigative and supervision responsibilities for defendants/offenders in both general and specialized cases. Conduct investigations and prepare reports for the court with recommendations, which require interviewing offenders/defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law.
- Track developments in law, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring and counseling.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with Mandatory Victims Restitution Act. Enforce home confinement conditions ordered by the court.
- Supervise a select caseload of offenders/defendants with identified drug or alcohol problems. Conduct investigations and prepare reports to the court.
- Identifies available resources, leads and coordinates the solicitation, negotiation and evaluation of treatment and monitoring contract services and recommends awards to the Chief U.S. Probation Officer. Oversees the maintenance of contract files and monitor compliance with contract requirements established by the Administrative Office of the U.S. Courts.
- Act as a resource to staff and management on matters related to substance abuse and defendant/offender population. Provide management and staff with ongoing updates related to changes with this offender/defendant populations, 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.
- Supervise a select caseload of offenders with identified mental health problems and/or special conditions of mental health aftercare, including sex offenders. Serve as in-house authority for staff and the court regarding the investigation, evaluation, diagnosis, supervision and treatment of offenders in the district Mental Health Treatment Program. Provide individual or group counseling and other services to offenders, as needed. Participate in periodic staffing of mental health cases to determine suitability for program.
- Work closely with the Chief Probation Officer and Budget Analyst in soliciting, negotiating, awarding, and monitoring contracts with agencies providing mental health treatment services. Work closely with contract agencies and service providers to insure compliance with the national contract. Extend technical assistance to contract agencies and service providers in areas such as program management, operative procedures, case management, and casework. Conduct regular monitoring visits of contract agencies and service providers as provided in the national policy.
- Participate in the administrative planning of specialized caseloads. Provide advice, consultation, and program vision and direction and make proposals to the Chief.
- Represent the Probation office and the court at meetings and serve as liaison between contract agencies, service providers, U.S. Bureau of Prisons, U.S. Parole Commissions, U.S. Sentencing Commission, Community Sanction Centers, community service agencies, and Probation staff on mental health related matters.
- Electronically record all contacts with offenders, family members, crime victims, collateral resources, and all other necessary financial information in the PACTS database. Review and correct entry of program plans. Arrange and administer fingerprinting of offenders using the automatic fingerprinting system and enter data in the system. Assist in the development and facilitation of community resources to meet the special needs of offenders, along with probation-sponsored programs.

### **Qualifications and Experience:**

- To qualify for this Specialist position, the candidate must have three years of specialized experience, which is progressively responsible experience in the field of probation and pretrial supervision, **including at least one year as a CL28 probation/pretrial officer in the U.S. Courts.**

### **Benefits:**

Employees of the U.S. Probation Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan, life insurance, optional long term care and long term disability, optional vision, optional dental, annual/sick leave, federal holidays and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

### **How to Apply:**

Applicants who meet the qualifications, age, and physical fitness requirements *must* submit a cover letter, a resume and an *Application for Judicial Employment* (AO78), found at <http://www.pawp.uscourts.gov/careers/> under the Careers and Internships section. Submit in PDF or Word format, and please reference position #17-05. Failure to follow these instructions will result in disqualification. Applicants invited to interview will be asked to provide their past two performance evaluations.

### **Disclosures:**

- Applicants must be United States Citizens or eligible to work in the United States.
- U.S. Probation reserves the right to modify the conditions of this job announcement or withdraw the announcement.
- Current U.S. Probation Officers are not required to undergo a medical examination or the initial OPM background investigation. All other selectees considered for this position will undergo a complete background investigation, medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the

selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, employees are subject to ongoing random drug screening and updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

- Reimbursement for travel and expenses is not authorized.
- A driver's license is required to conduct work. A valid driver's license is required.
- This office may contact references on top candidates and may contact former employers.
- Subject to Electronic Funds Transfer (EFT) of salary payment.
- This Court is an Equal Opportunity Employer.
- No phone calls please.