

UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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DRUG & ALCOHOL & MENTAL HEALTH SPECIALIST VACANCY ANNOUNCEMENT JOB CODE: 13-9C1025DAMHS

POSITION: Drug & Alcohol & Mental Health Specialist
STATUS: Regular Full-Time
SALARY RANGE: \$77,471 - \$125,963 (CL 29/01 - CL 29/61)
CLOSING DATE: November 8, 2013
LOCATION: San Francisco, Oakland, or San Jose, California

The Northern District of California United States Probation Office is currently accepting applications for the Drug & Alcohol & Mental Health Specialist vacancy. The Specialist position is a promotional opportunity for line officers and is classified at a CL-29. **(Candidates selected who meet all of the minimum qualification requirements—please see the Minimum Requirements Section below—except for the one year specialized experience as a CL-28 probation/pretrial services officer in the U.S. Courts will be placed at the CL-28 level to accrue the necessary experience, with promotion potential to the target CL-29 level without further competition.)** More than one position may be filled from this vacancy announcement.

REPRESENTATIVE DUTIES: Functioning as a general specialist, incumbent will also have responsibility in supervising a specialized caseload of offenders with drug, alcohol, and/or mental health issues; developing a specialized treatment/supervision program to address specific case needs in the areas of personal, family, marital, educational, and financial problems as well as crisis intervention; assisting officers in utilization of specialized substance abuse and mental health programs; initiating and participating in officer substance abuse and mental health training; playing a key role as a consultant to both line officers and contractors; and reviewing and interpreting psychological evaluation reports for the court and assist in exploring alternative sentencing options. Incumbent will also participate in the contracting process and in the post-award monitoring audits of contractors as well as work directly with vendors to address training questions, program applications, individual case problems, and any other service-related matters. Incumbent will provide consultation to judges, attorneys, and senior management concerning specialized service programs on substance abuse and mental health issues; represent the probation office, the court, and the probation system at inter-agency task forces, meetings, seminars, and conferences regarding substance abuse and mental health matters; and keep apprised of the latest substance abuse and mental health treatment developments.

QUALIFICATIONS: Candidate must have extensive knowledge of the dual specialized fields of substance abuse and mental health and their relationship to correctional supervision; comprehensive knowledge of the resources available in these specialized areas; skill and ability in identifying problems and issues, developing solutions, and presenting sound recommendations with appropriate justification; experience in implementing and overseeing multi-faceted programs; and experience in managing a supervision caseload.

MINIMUM REQUIREMENTS: Three years of specialized experience including at least one year as a CL 28 probation/pretrial services officer in the U.S. Courts. 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 as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

PREFERENCES: Preference will be given to applicants who possess a minimum of two years of experience as a CL 28 probation/pretrial services officer in the U.S. Courts, applicants who have completed a full rotation of supervision and investigations as a U.S. probation officer, and applicants who have completed four years as a U.S. probation officer in the supervision discipline.

APPLICATION INSTRUCTIONS: Applicants must submit a current resume and letter of interest including an outline of their skills and experience as they relate to the position. Applicants must include the Job Code from the job posting in their letters of interest. In addition, applicants must complete and submit the Application For Judicial Branch Federal Employment (AO 78), which is available at: www.canp.uscourts.gov on the Employment Page. Application materials will not be considered complete until all of the items listed above have been received by Human Resources. It is required that you submit your application materials via e-mail to: CANP_Resumes@canp.uscourts.gov. Application materials received by mail, fax, or any other means other than by e-mail to CANP_Resumes@canp.uscourts.gov will not be considered. Applications must be received by close of business (5:00 p.m. PST) on November 8, 2013.

Applicants must be U.S. citizens or be eligible to work in the United States. Only applicants who are interviewed in person will receive a formalized response (e.g., written or verbal feedback for internal candidates) regarding their application status.

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan. Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

THE UNITED STATES PROBATION OFFICE FOR THE NORTHERN DISTRICT OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER