

UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

450 Golden Gate Avenue
Suite 17-6884; P.O. Box 36057
San Francisco, CA 94102-3487
TEL: (415) 436-7540
FAX: (415) 581-7410



April 17, 2019

DRUG & ALCOHOL & MENTAL HEALTH SPECIALIST VACANCY ANNOUNCEMENT JOB CODE: 19-9C0417DAMHS

POSITION: Drug & Alcohol & Mental Health Specialist

STATUS: Regular Full-Time

SALARY RANGE: \$86,106 - \$139,916 (CL 29/01 - CL 29/61)

CLOSING DATE: May 1, 2019

LOCATION: San Francisco, Oakland, San Jose, or Santa Rosa, 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. 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: Employment is subject to background investigation and verification of information supplied. Applicants must submit a current resume and letter of interest including an outline of their skills and experience. 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). Form AO 78 (the Application for Employment) is available at: www.canp.uscourts.gov on the [Employment Page](#).

In order to be able to save the completed AO 78 Application, you must have either Adobe Acrobat Standard or Adobe Acrobat Professional because having only Adobe Acrobat Reader will not permit you to save it. As an alternative, you may scan the completed application or save it as .jpg (JPEG picture file) or .tif (TIFF picture file) for electronic transmission. Please complete and submit only the current version of the Application: AO 78 (10/09). Previous versions and other federal employment applications will not be accepted.

Application materials will not be considered complete until all of the items listed above have been received by Human Resources. Illegible or incomplete or partially completed application materials will not be considered. Do not submit the same application materials more than once. All applications must be received on or before May 1, 2019 by close of business (5:00 p.m. PST). 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.

Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements. Only the most qualified applicants will be interviewed in person and only those who are interviewed in person will receive a response 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 reserves the right to modify the conditions of this vacancy announcement or withdraw the vacancy announcement, either of which may occur without prior written notice.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER