



U.S. Probation Office  
Eastern District of California  
501 I Street, Suite 2500  
Sacramento, CA 95814  
(916) 930-4300

Modesto Pay Table:

CL-29: \$105,366 - \$171,307 per annum

Fresno/Visalia Pay Table:

CL-29: \$84,709 – \$137,722 per annum

Bakersfield Pay Table:

CL-29: \$98,260 - \$159,753 per annum

(The salary at time of appointment will be set in accordance with the Court Personnel System. Lateral transfers will be considered for probation officers currently employed in other districts. A lateral transfer is considered an officer's current Classification Level (up to CL-29) and Step from their current pay table to **pay table of duty station**. The agency is unable to match locality pay.)

## U.S. PROBATION OFFICE EASTERN DISTRICT OF CALIFORNIA Vacancy Announcement: 25-04 Drug & Alcohol Treatment Specialist WITHIN JUDICIARY ONLY

**LOCATION:** Modesto, Fresno, Visalia, or Bakersfield

**POSTED:** 4/1/2025

**CLOSING DATE:** 4/18/2025

**REPORTS TO:** Supervisory Probation Officer

**STATUS:** Full-Time Permanent

**CLASSIFICATION:** CL-29

The U.S. Probation Office for the Eastern District of California is currently recruiting for a Drug & Alcohol Treatment Specialist. The Drug & Alcohol Treatment Specialist serves in a judiciary law enforcement position and assists in the administration of justice and promotes community safety, gathers information, supervises persons under supervision, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. Drug & Alcohol Treatment Specialists manage a caseload that includes a significant proportion of persons under supervision of a specialized type and serve as local experts on cases of this type. The Drug & Alcohol Treatment Specialist is responsible for matters relating to the effective supervision of probationers, supervised releasees, and/or parolees who require involvement in a drug aftercare program, treatment, and/or testing.

Candidates will find the U.S. Probation Office in the Eastern District of California is a great place to launch or continue a career with the federal court system. We offer a stable, positive, and professional work environment, a competitive salary range and full federal benefits. Our agency is currently comprised of 80 staff members and our district headquarters is located in Sacramento with a divisional office in Fresno. There are currently offices in Sacramento, Fresno, Roseville, Redding, Modesto, Visalia, and Bakersfield. Geographically, the Eastern District of California includes 34 counties in the central valley from the Oregon border to Bakersfield.

Please note, due to budgetary concerns and workload demands:

- within Judiciary transfer candidates will only be considered for the following duty stations (Fresno or Visalia).
- officer candidates currently employed in this district will be considered. Any transfer requests to another duty station is at the chief's discretion.

## Primary Duties

- Perform investigative and supervision responsibilities for persons under supervision in both general and high-risk/specialized cases which include persons under supervision who are identified as having drug and/or alcohol issues. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing persons under supervision and their families and 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 in the area of specialization.
- Serve as a resource and expert to the court, line officers, and staff in drug and alcohol cases. Serve as the point of contact for drug test results; interpretation of drug test results. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of persons under supervision with drug and alcohol issues. Train staff in the drug aftercare process and procedures. Responsible for overseeing the ordering and issuance of drug test supplies.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of persons under supervision in area of specialization. Provide management and staff with ongoing updates related to changes with this persons under supervision population, and with procedural matters related to aftercare.
- Track developments in the law, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with persons under supervision 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.
- 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*. Responsible for enforcement of location monitoring conditions ordered by the court, and in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Analyze and resolve disputed issues involving persons under supervision and present unresolved issues to the court for resolution. Assess persons under supervision's level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- 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 persons under supervision while adhering to procurement and contracting guidelines and requirements. Maintain regular contact with contract providers to ensure compliance with contractual agreements. Conduct district wide audits of contracted providers. Ensure regularly scheduled meetings to assess persons under supervision 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.

- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning persons under supervision's behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.
- Provide proposals/recommendations for updates or amendments to conditions of supervision for this special offender population.
- 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.
- Participate in the administrative planning of specialized caseloads. Provide advice, consultation, and program vision and direction and make proposals to the Chief.

### **Job Requirements/Special Working Conditions**

This position requires non-traditional working hours, to include weekends and nights. Due to the nature of the caseload, the position primarily focuses on field work and, consequently, domiciling a government vehicle (if available) is preferred.

Frequent travel within the district will be required to oversee the specialized caseload, conduct field visits, enforce conditions, and meet national and local polices. Nationwide travel may be required periodically to attend relevant training.

A specialist must carry at least a 50 percent caseload, spending at least 50 percent of their time working with persons under supervision. Drug & Alcohol Treatment Specialists may guide the work of probation officer assistants and other staff.

In regard to all officer specialist positions, the representative duties expected and required are in addition to performing the regular functions of a line officer whether that be in a presentence investigation unit or a supervision unit.

### **Qualifications:**

#### **Required Education**

All probation or pretrial services officer positions require completion of a bachelor's degree from an accredited college or university in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

#### **Required Experience**

To qualify for the Drug & Alcohol Treatment Specialist position, the applicant must possess a minimum of three years of specialized experience, including at least one year as a probation/pretrial services officer in the United States Courts.

**Current** U.S. Probation Officer/Pretrial Services Officer experience is required. The candidate must have demonstrated and sustained exceptional performance.

## **Specialized Experience**

Progressively responsible experience, gained after completion of a bachelor's degree from an accredited college or university, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology, or mental health. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not considered specialized experience. Also, any volunteer or unpaid internship experience obtained prior to the completion of a bachelor's degree is not considered specialized experience.

## **Background Investigation, Drug Screening, and Medical Standards**

U.S. Probation/Pretrial Services 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 the background reinvestigation apply. The Chief U.S. Probation Officer of the receiving district may, at his or her 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. Also, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined.

## **APPLICATION PROCESS**

To apply for this position, qualified candidates must submit the following **in one pdf document in the following order**:

- a cover letter addressed to Chief U.S. Probation Officer Mindy McQuivey, 501 I Street, Suite 2500, Sacramento, CA 95814 **stating your preferred duty station and why you are qualified and want to be a Drug & Alcohol Treatment Specialist.**
- a detailed resume
- AO-78, Federal Judicial Branch Application for Employment, Revised 5/2024 (download from <http://www.caep.uscourts.gov> or <http://www.uscourts.gov>)
- please email the titled pdf document (**Last Name – First Name – 25-04**) to [caep\\_hr@caep.uscourts.gov](mailto:caep_hr@caep.uscourts.gov)

*Failure to submit the cover letter, resume, and AO-78, in one pdf document will result in immediate disqualification. Incomplete applications will not be considered, retained, or returned. Only one application per candidate will be accepted for this announcement.*

- Applicants for law enforcement officer positions are required to complete the AO 78, Federal Judicial Branch Application, Revised 5/2024. The application form must be filled out thoroughly to determine eligibility for the position. This includes the **Optional Background Information (questions, 19, 20, and 21) on page 5** of the application form.
- The U.S. Probation Office, Eastern Judicial District of California, is headquartered in Sacramento, with offices in Roseville, Redding, Modesto, Fresno (Divisional Office), Visalia, and Bakersfield. Although it is the agency's practice to try to accommodate individual duty station preferences, all employees of the U.S. Probation Office are subject to transfer to any office in the judicial district, if necessary, to perform the work of the courts. The individual's duty station is at the discretion of the Chief.
- The U.S. Probation Office is not authorized to reimburse candidates for testing, interviewing, or relocation expenses.
- Applicants must possess a valid driver's license.

- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The office reserves the right to amend or withdraw any announcement without written notice to applicants.
- The officer's performance will be monitored closely during the first year in this position.
- Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response regarding their application status.
- **Applications received after 5 PM Pacific Standard Time on 4/18/2025 will not be considered.**
- The U.S. Probation Office for the Eastern District of California is an Equal Opportunity Employer.

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| <b>Job Title</b>           | Drug & Alcohol Treatment Specialist | CL - 29 |
| <b>Occupational Group*</b> | Professional Line                   |         |

### Job Summary

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice. The officer promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. Officer specialists manage a caseload that includes a significant proportion of offenders/defendants of a specialized type, and serve as local experts on cases of this type. 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. 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 offenders/defendants in both general and high-risk/specialized cases which include offenders/defendants who are identified as having drug and/or alcohol issues. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing offenders/defendants and their families and 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 in the area of specialization.
- Serve as a resource and expert to the court, line officers, and staff in drug and alcohol cases. Serve as the point of contact for drug tests results; interpretation of drug test results. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants with drug and alcohol issues. Train staff in the drug aftercare process and procedures. Responsible for overseeing the ordering and issuance of drug testing supplies.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of offenders/defendants in area of specialization. Provide management and staff with ongoing updates related to changes with this offender/defendant population, and with procedural matters related to aftercare.
- Track developments in the 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.
- 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*. Responsible for enforcement of location monitoring conditions ordered by the court, and in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Analyze and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- 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

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requirements. Maintain regular contact with contract providers to ensure compliance with contractual agreements. Conduct district wide audits of contracted providers. Ensure regularly scheduled meetings 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.

- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.
- Provide proposals/recommendations for updates or amendments to conditions of supervision for this special offender population.
- 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.
- Participate in the administrative planning of specialized caseloads. Provide advice, consultation, and program vision and direction and make proposals to the Chief.

**Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)**

**Probation, Pretrial Services and Law Enforcement**

- Knowledge of the roles and functions of the federal probation and/or pretrial services offices, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations relating to area of specialization.
- 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. Ability to provide guidance to line officers, the court, and other agencies regarding area of specialization. Knowledge of *U.S. Sentencing Guidelines* and related appellate case law.
- Knowledge of investigative techniques and skill in investigating offenders'/defendants' backgrounds, activities, finances, and determining legitimacy of their income. Knowledge of the Bail Reform Act. Knowledge of negotiation and motivation techniques.
- Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal probation and pretrial services in the area of specialization, and parole policies and procedures. Knowledge of surrounding community and available community resources.
- Knowledge of sentencing guidelines, statutes, *Federal Rules of Criminal Procedure* and applicable case law. Ability to apply changes in the law as appropriate. Knowledge of techniques in supervising offenders/defendants who are high-risk or have specialized needs. Skill in supervising offenders/defendants with specialized needs, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior.
- 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 analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling offenders/defendants to maintain

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compliance to conditions of their release. Skill in evaluating and applying sentencing guidelines in complex cases. Ability to discern deception and act accordingly. Ability to follow safety procedures.

- Ability to identify and evaluate needs, develop proposals, and implement programs. Ability to conduct training and provide consultation. Ability to interview people with diverse backgrounds, their families and others in the community to obtain the information needed. Ability to apply sentencing guidelines and make appropriate recommendations. Ability to work under deadlines.

**Judgment and Ethics**

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

**Written and Oral Communication/Interaction**

- Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and offenders/defendants. Ability to interview and establish rapport with contacts at collateral agencies, offenders/defendants and their families/support systems, and others for the purpose of supervision and investigation.

**Information Technology**

- Skill in the use of automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Ability to learn and adapt to changing technologies related to supervising offenders/defendants. Skill in interpreting and analyzing data from a variety of investigative databases.

**Factor 2 – Primary Job Focus and Scope**

The primary focus of the job is to fulfill statutory requirements to conduct pretrial and presentence investigations, supervise offenders/defendants, make recommendations to the court, evaluate needs and conditions, and maximize compliance for the purpose of ensuring community safety. A proper recommendation to the court maximizes the protection to the public. Society benefits from successful supervision and the use of detention alternatives by saving the costs of incarceration. Incumbents' work assists officers and the court by developing programs for defendants and offenders with specialized needs which help ensure appearance at future court hearings and/or proper sentencing. Proper sentencing minimizes the number of incarcerations while maximizing the protection of the public. The programs developed and managed by Drug & Alcohol Treatment Specialists assist judicial officers in making decisions concerning the offender's/defendant's specific needs. Successful management of special needs benefits the offender/defendant, family members, employers, and others in the offender's or defendant's community.

**Factor 3 – Complexity and Decision Making**

The job involves making independent decisions within the context of professional standards, broad policies, and general goals. Incumbents gather and analyze information to determine or recommend the best course of action. Management of defendants with specialized needs is in itself complex and often controversial. Recommending a specialized approach or making program referrals, often over the protests of the defendant, is difficult. Staying abreast of developments in the specialized area adds to the complexity of the position. Drug & Alcohol Treatment Specialists require minimal supervision in most areas. Incumbents have discretion in developing, implementing, and evaluating programs as they relate to drug aftercare.

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**Factor 4A – Interactions with Judiciary Contacts**

The primary judiciary contacts are other probation/pretrial services staff, judicial officers, peers in the field of specialization, staff of other court units, the Administrative Office's General Counsel, and the U.S. Sentencing Commission for purpose of conducting research and investigations and maintaining accurate and up-to-date information in case files.

**Factor 4B – Interactions with External Contacts**

The primary external contacts are offenders/defendants and their families, other government agencies, U.S. Attorney's Office, Federal Public Defender's Office, U.S. Marshals, Bureau of Prisons, Parole Commission, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating offenders'/defendants' backgrounds, obtaining and verifying arrest information, drafting sentencing guidelines, and similar activities. Contacts are with drug and alcohol treatment professionals and mental health professionals for the purpose of providing specialized supervision of offenders. Frequent contacts with service providers ensure quality of service.

**Factor 5 – Work Environment and Physical Demands**

Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with people who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations (such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur). The duties of probation and pretrial services officers require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics.

\*Occupational Group:

- Operational Court Support Positions = **O**
- Administrative Court Support Positions = **A**
- Professional Administrative Positions = **PA**
- Professional Line Positions = **PL**