



**U.S. Probation & Pretrial Services
District of Maine**

VACANCY ANNOUNCEMENT

Announcement Number: MEP-2021-05
Position: U.S. Probation & Pretrial Services Officer –
Treatment Services Specialist
Salary Range: CL 29
Portland: \$82,057 - \$133,417
Bangor: \$73,693 – \$119,818
Starting Salary: Starting salary depends entirely upon qualifications and
eligibility.
Position Location: Portland or Bangor, Maine
Opening Date: October 7, 2021
Closing Date: Open Until Filled (Applications preferred by October 21,
2021)
Area of Consideration: This vacancy is open to all qualified applicants.

The U.S. Probation & Pretrial Services Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice. More than one position could be hired from this posting. If a subsequent vacancy of the same position type becomes available within a reasonable time of the original announcement, the U.S. Probation & Pretrial Services Office may elect to select a candidate from the original qualified applicant pool. The Court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected.

Position Overview: The U.S. Probation & Pretrial Services Office for the District of Maine includes locations in both Portland and Bangor. This position is located in either the Portland or the Bangor office.

The District of Maine is a combined district, performing pretrial, presentence and post-conviction functions. The Treatment Services Specialist performs duties that involve both pretrial services and post-conviction cases, as well as specialized cases in these areas. The incumbent is responsible for supervision of pretrial defendants and persons under post-

conviction supervision who require treatment services. The incumbent is responsible for oversight of the district's treatment services program, including but not limited to, quality control, review of officer work regarding treatment services, and solicitation and procurement of agreements related to the treatment services program. The incumbent is expected to stay abreast of national and local policies and oversee local implementation of same. The incumbent serves as the district's liaison to all local and national vendors related to treatment services. The incumbent serves as the subject matter expert on matters related to treatment services and treatment services solicitations and provides training to U.S. Probation staff, the court, and other external partners as needed. The incumbent is expected to participate in national or local trainings related to treatment services and/or treatment services procurement as they become available.

Representative Duties:

- Collaborates in the development of the district's treatment services policies, updating them as needed, and proposing initiatives to further the district's treatment services. Analyzes effectiveness of district substance abuse and mental health program and takes action to improve these programs. Develops proposals to provide needed drug, alcohol and mental health treatment services.
- Provides management and staff with ongoing updates related to changes with the offender/defendant population, and with procedural matters related to treatment services.
- Identifies available resources, leads and coordinates the solicitation, negotiation and evaluation of contract services and recommends awards to the Chief U.S. Probation & Pretrial Services Officer. Oversees the maintenance of contract files and monitors compliance with contract requirements established by the Administrative Office of the U.S. Courts.
- Assists officers in utilization of treatment services programs and conducts training for staff. Prepares program procedures in written form to ensure overall understanding and consistency within the district. Acts as a resource for other officers with respect to substance abuse or mental health disorders and recommends appropriate treatment strategies.
- Collaborates with officers on referrals to treatment vendors. Collaborates on the planning, execution and management of the district's treatment budgets. Monitors the accurate submission of billing documents from the providers to ensure the appropriate disbursement of funds.
- Is the lead officer for the district's drug/re-entry court program - SWiTCH, and supervises all SWiTCH clients. Is an integral member of the SWiTCH team and takes the lead on quality improvement initiatives based on evidence and "what works" in other re-entry courts and programs.
- Performs line officer responsibilities for offenders and defendants with special needs and supervises a high risk caseload involved in the SWiTCH program.
- Services as liaison in the area of treatment services to other court units and the public.
- Monitors the district-wide urinalysis program.
- Performs other duties as assigned.

Qualifications

Minimum Qualifications: Three years of specialized experience, including at least one year as a probation/pretrial services officer in the U.S. courts.

Specialized Experience Definition:

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.

Ability to communicate well orally and in writing. Ability to organize, oversee and complete multiple projects simultaneously, and be conscientious about detail and accuracy. Ability to maintain confidences, exercise mature judgment, and work harmoniously with others. The candidate must foster high ethical standards and demonstrate integrity in meeting the office's vision, mission and goals.

Knowledge of the criminal justice system. Familiarity with the United States Probation system, its role and functions. Understanding of the roles, responsibilities, and relationships among the federal court districts and its partner agencies.

Skill in using standard office equipment such as telephones, scanners, etc. Skill in the use of computer software and automated systems to perform record checks, compile criminal history information and conduct similar activities.

Applicants must be U.S. Citizens or eligible to work in the United States.

First-time appointees to positions covered under Federal law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

Newly appointed U.S. Probation Officers will be required to successfully complete the Initial Probation and Pretrial Services Officer Training at the Federal Law Enforcement Training Academy in Charleston, South Carolina. This is a six-week, residential training academy.

Preferred Qualifications: Three years of specialized experience degree in such fields as probation, pretrial services, parole, corrections, criminal investigations, law or substance abuse treatment. An advanced degree in areas of study such as criminal justice, criminology, psychology, sociology, human relations, business, public administration, or law.

Knowledge of current research, programs, and practices regarding treatment services and managing a specialized treatment services caseload. Skill in training officers throughout the district in treatment services practices. Ability to provide guidance to other officers, the court, and other agencies regarding treatment services practices.

Physical Requirements: The duties of probation officers require the investigation and management of convicted criminal offenders who present physical danger to officers and to the public. In the supervision, treatment and control of the person under supervision, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing federal offenses. Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Any candidate the court is appointing to an officer position will be subject to a pre-employment medical examination. The applicant must be determined medically qualified prior to commencement of duties. The medical requirements for probation officers and probation officer assistants are available for public review at www.uscourts.gov.

Background Investigation, Drug Screening and Medical Standards: As conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Benefits: Employees of U.S. Probation & Pretrial Services ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the available benefits are:

- Participation in the federal health, dental, and vision programs.
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan (similar to a 401K).
- Participation in a group life insurance program.
- Participation in a long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- Time in service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The court is not authorized to reimburse candidates for travel or moving expenses.

Application Procedure

Qualified applicants should submit:

- Cover letter highlighting specific skills and experience he/she would bring to the position. Please also indicate location preference;
- Detailed Resume;
- Judicial Employment Application, Form AO-78; (located at <https://www.mep.uscourts.gov/career-opportunities>); and
- Copy of two most recent performance appraisals.

All documents should be combined and emailed as one PDF attachment. Please enter “Treatment Services Specialist” in the email subject line. This position will remain open until filled. Applications preferred by October 21, 2021. Send via email to:
[Apply TSS@mep.uscourts.gov](mailto:TSS@mep.uscourts.gov)

The U.S. Probation & Pretrial Services Office is an Equal Opportunity Employer