



# UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF NEW YORK

## Vacancy Announcement No. 20-06

Opening Date: September 1, 2020

Closing Date: September 28, 2020

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Position: **DRUG PROGRAM ASSISTANT**

Position Location: Western District of New York – Buffalo

Salary Range: Classification Level 25  
\$43,853 - \$71,330  
Pay Table BU – starting salary dependent upon qualifications.

Starting Date: October 2020

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The U.S. Probation & Pretrial Services Office for the Western District of New York encompasses 17 counties and consists of two offices. There are four district court judges, four senior judges, and seven magistrate judges. The probation office is headquartered in Buffalo and has one division office in Rochester. The vacant position is available in the **Buffalo** office.

A Drug Program Assistant provides administrative, technical and operational support to the district's substance abuse and mental health program. The incumbent's primary responsibilities are to the Drug and Alcohol Treatment Specialists and to the Probation Officers assigned to supervise substance abuse and mental health cases.

### REPRESENTATIVE DUTIES:

A Drug Program Assistant performs duties such as, but not limited to, the following:

- Assists Drug and Alcohol Treatment Specialists (DATS) and management during the formal contracting cycle, including preparation and distribution of solicitation letters, agreements and purchase orders, award and rejection letters, delivery orders, and all other related documents, forms, and correspondence in order to properly administer this program. Also, assists DATS with auditing and monitoring contract providers by conducting on-site visits, as well as assisting with internal financial audits of the drug and alcohol treatment program. Takes minutes and records results.
- Receives, reviews, processes and approves all monthly invoices. Validates provider's monthly invoices, including billing from the urinalysis testing laboratory related to substance abuse and mental health services. Reconciles and resolves billing discrepancies with contract providers. Orders urinalysis supplies for the entire district as well as the treatment providers. Collects, verifies, and reconciles the urinalysis testing invoices.
- Coordinates the referral process by maintaining a referral database, scheduling appointments with treatment providers, preparing all referral packages, and forwarding the packets to the intake departments of the various treatment providers.
- Interacts on a daily basis with many of the contract treatment service clinics.
- Works closely with procurement and financial division staff to ensure that funding and expenditure information entered into PACTS/Clinical Services is accurate and reconciled with the national financial automation system.
- Works closely with Data Quality Analyst (DQA) and Contract Administrator to ensure information entered into PACTS/Clinical Services is correct and up-to-date.
- Generates reports on a monthly, quarterly, and annual basis using various standard and customized statistical data reports and distributes these reports to designated staff.
- Trains contractors regarding monthly invoicing and new officers by providing an overview of the district's program, plans, and client lists.
- Formats, types, and edits reports and proposals developed by the drug and alcohol treatment specialist, often within a short time period. Reports include presentence reports, bail reports, violation reports, petitions, and

violation sentencing reports. Composes routine correspondence for officers and prepares other letters, memoranda, recurring reports and forms, including conditions of probation.

- Organizes and prepares new case files for officers' use in accordance with established case management procedures. Enters supervision case file and statistical data into automated databases. Initiates statistical transactions and appraises officers. Receives and transfers case files from other districts. Conducts criminal record checks through local or national law enforcement files. Also assists officers in performing investigations for own and other districts by accessing CJIS, initiating verification forms and verifying information by phone. Prepares and maintains investigative files and enters data into case tracking system. Make entries to chronological records in supervision case files, either from direct communication with client or from information provided by the officer. Accepts and reviews for completeness monthly reports in the absence of the officer at his/her direction. Provides list of delinquent reports to officers and transmits letters to clients concerning delinquent reports.

#### **MINIMUM QUALIFICATION REQUIREMENTS:**

Applicants must possess a high school diploma or equivalent and one year of specialized experience equivalent to work at Classification Level 24 to qualify for Classification Level 25, Step 1. An evaluation of quality of experience may provide placement at salary levels above Step 1 up to and including Step 25 of Classification Level 25 if the selectee possesses at least two years of specialized experience equivalent to work at Classification Level 24.

#### **GENERAL EXPERIENCE:**

Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

#### **SPECIALIZED EXPERIENCE:**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

#### **EDUCATION SUBSTITUTION:**

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

#### **APPLICATION PROCESS:**

Individuals interested in being considered for the position are invited to submit a cover letter and resume to Holly S. Powell, Human Resources Assistant, [Holly.Powell@nywp.uscourts.gov](mailto:Holly.Powell@nywp.uscourts.gov), by the close of business on September 28, 2020. Job description and additional information can be located on our website at [www.nywp.uscourts.gov](http://www.nywp.uscourts.gov).

Applicants must be United States citizens. The final candidate will be subject to a background investigation. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited for interview. Only qualified applicants will be considered for this position. The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement or fill the position at any time before the closing date, any of which may occur without prior notice.

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