

Notice of Career Opportunity

United States Probation Office Eastern District of Missouri



Posting Date:	February 11, 2019
Vacancy Number:	DAT-219
Position:	Drug Analysis Technician
Salary Range:	CL 23 (\$33,401-\$54,296) – CL 24 (\$36,994-\$60,125) (Classification dependent upon qualifications)
Duty Station:	U.S. Probation Office - St. Louis
Closing Date:	Open until filled - <i>applications considered as they are received</i>

Position Summary

The United States Probation Office, United States District Court, Eastern District of Missouri is accepting applications for the position of Drug Analysis Technician. This position is located in St. Louis, Missouri.

Summary of Representative Duties and Responsibilities

- Assists with daily operations of the lab, including daily start up and calibration procedures on the analyzer, and daily, weekly and monthly maintenance procedures on software and urinalysis equipment; Assists with the operation and maintenance of the urinalysis equipment, the management of supplies, verification of monthly billings and technical assistance on matters, relating to testing procedures;
- Performs chemical analysis for detection of illegal drug/controlled substances;
- Performs re-screen procedures on positive specimens as required. Sends positive specimens to national contract laboratory for confirmation when requested. Sends results and Chain of Custody forms to officer per district's preference;
- Verifies chain of custody procedures were followed for each sample and reports procedural lapses to vendor, officer or submitting district;
- Enters and manages data in the appropriate database on a daily basis
- When required, package and send positive specimens to national contract laboratory for confirmation;
- Maintains current updates on data changes within the laboratory automation system and analyzers;
- Testifies in court, as required, regarding chain of custody and testing methodologies;
- Explains in technical terms the procedure of analysis. Provide training to district staff on proper collection methods, chain of custody issues, and drug use identification;
- Maintains contact with the national contract laboratory and assists with the review of all billing prior to submission for payment to ensure accuracy;
- Keep abreast of technological developments in the drug testing process;
- Reports all hazardous or safety-related incidents encountered in the course of duty to the appropriate authority for entry into the Safety and Information Reporting Systems (SIRS);
- Occasional contacts within a secured on-site area with defendants/offenders when required to collect specimens;

- Adheres to the security and confidentiality standards of the laboratory;
- Performs other duties as assigned.

Qualifications

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. Ability to conduct drug testing processes and to implement practices and procedures used in a drug testing laboratory, as well as knowledge of bar coding procedures to ensure proper handling of tests are preferred. 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, corporate headquarters or human resources/payroll operations and laboratories.

Court Preferred Skills:

Two years progressively responsible work that indicates the progression of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of a Drug Analysis Technician.

Clinical laboratory or biology/science background and/or degree.

Experience Substitutions

Excess specialized experience may be substituted for required general experience.

Educational Substitutions

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 the court support positions require hands-on experience to be credited as specialized experience.

Background Investigation Requirements

The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation as a condition of employment. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

Conditions of Employment

- Applicants must be a United States citizen or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.
- The position is subject to mandatory electronic direct deposit of salary payment.
- Applicants selected for interviews must travel at their own expense. The office does not pay for relocation expenses.
- The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review upon request.
- Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court.

Benefits

Judiciary employees serve under excepted appointment (not civil service). The Federal benefits package includes:

- Paid annual and sick leave; paid federal holidays
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Tax Deferred Retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions.
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement

How to Apply

Please e-mail a detailed resume, completed application for Judicial Branch Federal Employment (Form AO-78, which can be found on www.uscourts.gov), your two most recent performance based evaluations; and copies of academic degrees to: [Ashley Eiland@moed.uscourts.gov](mailto:Ashley_Eiland@moed.uscourts.gov). Applications will not be considered complete until all of the items listed above have been received by Human Resources.

All property submitted becomes the property of the U.S. Probation Office. The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Only applicants who are selected to be interviewed will be contacted.

The Probation Office provides reasonable accommodations to applicants with disabilities.

The Court is an Equal Employment Opportunity employer.