UNITED STATES PROBATION AND PRETRIAL SERVICES
WESTERN DISTRICT OF WASHINGTON

DRUG ANALYSIS TECHNICIAN

(PART TIME)

ANNOUNCEMENT NUMBER 16-WAW-15

ANNOUNCEMENT DATE June 28, 2016

CLOSING DATE July 17, 2016

The U.S. Probation and Pretrial Services Office for the Western District of Washington is accepting applications for a Drug Analysis Technician. There are five offices within the district: Seattle, Tacoma, Tukwila, Everett, and Vancouver. This is a part time position, 8 hours per week, and is responsible for drug testing in the Vancouver, Washington office.

SALARY RANGE

Court Personnel System Classification Level:
CL22, Step 1 – 61, $13.11 - $21.32 per hour
CL23, Step 1 – 61, $16.24 - $26.41 per hour
Depending on experience and qualifications

DUTIES AND RESPONSIBILITIES

The Drug Analysis Technician provides technical support services to officers throughout the district in the area of urine observation, collection and distribution from offenders.

REPRESENTATIVE DUTIES

- Observes collection of urine samples from offenders of the same gender and maintains appropriate records. Collects and distributes test results to appropriate staff members. Enters testing data into database on a regular basis.
- Records information for reports and investigations related to drug testing. Prepares reports in support of the drug testing program.
- Maintains the urinalysis program, including supplies, billings, testing equipment and testing schedules.

QUALIFICATIONS

The successful candidate will have at least two years of progressively responsible clerical or administrative experience. Experience in a legal environment is desired. Other requirements include:

- applicant must be *male gender* in order to collect urine from offenders of the same gender (bona fide occupational qualification (BFOQ);
- high school diploma, or equivalent;
- attention to detail;
- accurate data entry skills;
- ability to work under strict deadlines;
- skill in learning and applying chain of custody procedures pertaining to urine collection;
- strong communication and interpersonal skills.

INFORMATION FOR APPLICANTS	Qualified applicants should submit a cover letter and current resume to: Human Resources (#16-WAW-15) U. S. District Court 700 Stewart Street, Suite 2218 Seattle, WA 98101 or via e-mail (Word or Acrobat .pdf format) to: seattle_personnel@wawd.uscourts.gov Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested. The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. The Federal Financial Management Reform Act requires direct deposit of federal wages. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.
BENEFITS:	Employees of the United States District Court are considered "at will" employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management's civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.
	The United States District Court is an equal opportunity employer and values diversity in the work place.