



UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF NEW YORK

Vacancy Announcement No. 17-01

MORE THAN ONE POSITION MAY BE FILLED FROM THIS ANNOUNCEMENT

Opening Date: December 15, 2016

Closing Date: January 13, 2017

Position: **DRUG ANALYSIS TECHNICIAN**

Position Location: Western District of New York – Buffalo & Rochester

Salary Range: Classification Level 22
\$26,510 - \$43,121
Pay Table BU – starting salary is dependent upon qualifications.

Starting Date: February 2017

The U.S. Probation & Pretrial Services Office for the Western District of New York encompasses 17 counties and consists of two offices. There are two district court judges, five senior judges, and seven full-time magistrate judges. The probation office is headquartered in Buffalo and has one division office in Rochester. **There are two vacant positions available in the Buffalo (60%) office and will require travel to the Rochester (40%) office each week.**

A Drug Analysis Technician provides technical support services to officers throughout the district in the area of client drug testing, through observation, collection, and distribution.

REPRESENTATIVE DUTIES:

A Drug Analysis Technician performs duties such as, but not limited to, the following:

- Conduct and observe urine specimen process with offenders of the same gender. Perform sweat patch application and removal. Perform chemical analysis for detection of controlled substances. Maintain appropriate records. Perform these duties while observing necessary safety precautions and by using appropriate protective equipment such as gloves, safety glasses, lab coats/smocks, etc.
- Certify the validity of urine test results by signing the Collection and Testing Certification on the Chain of Custody form.
- Enter testing data in the appropriate database on a daily basis.
- Collect and distribute test results to appropriate staff members. Provide prescription reporting, phase reporting, and code-a-phone messages.
- Record information for reports and investigations related to drug testing, including blind sample studies at the contract laboratory, and quality control of non-instrumented handheld devices.
- Maintain the urinalysis program, including supplies, testing equipment, testing schedules, and laboratory organization.
- Collect data and complete forms in support of the drug testing program, including reporting lab results, sending out samples, and retrieving results from the website.
- Report all hazardous or safety-related incidents encountered in the course of duty to the appropriate authority for entry into the Safety and Information Reporting System (SIRS).
- Perform other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Applicants must possess a high school diploma or equivalent to qualify for Classification Level 22, Step 1. At the discretion of the Chief U.S. Probation Officer, an applicant may be eligible for placement in Steps 2 through 25 of Classification Level 22 if they possess one or more years of general experience. An evaluation of the quality of general experience and competitive factors will determine placement at salary levels above Step 1.

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.

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 the court support positions require hands-on experience to be credited as specialized experience. Excess specialized experience may be substituted for required general experience.

COMPETITIVE FACTORS:

Applicants possessing basic computer skills including Microsoft Windows and Microsoft Word are preferred. Excellent customer service and organizational skills are desired. Experience in a similar laboratory environment is also preferred.

APPLICATION PROCESS:

Individuals interested in being considered for the position are invited to submit a cover letter and resume by mail to Lisa M. Janca, Human Resources Assistant, U.S. Probation & Pretrial Services Office, 2 Niagara Square, Buffalo, New York 14202, or email to HR@nywp.uscourts.gov, by the close of business on January 13, 2017. Job description and additional information can be located on our website at 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