

**UNITED STATES DISTRICT COURT
FOR THE
NORTHERN DISTRICT OF ALABAMA
PROBATION OFFICE**

VACANCY ANNOUNCEMENT

Announcement No.: 2015-02

Date: January 22, 2015

**Title: Drug Analysis Technician
Term: Full Time Temporary¹
with Potential for Permanent
Full-time w/o Further Competition**

**Classification Level: CL22
Salary Range: \$25,533 to \$41,561**

**Location: Birmingham, AL
Location Expenses: Funds Not Available**

Closing Date: February 19, 2015

Introduction

The U.S. Probation Office for the Northern District of Alabama is currently accepting applications for a Drug Analysis Technician. The Drug Analysis Technician provides technical support services to probation officers in the area of urine observation, collection and distribution from offenders. The position assists officers' investigation and supervision goals.

This position is classified as a full time temporary appointment, with the possibility of becoming a permanent full-time appointment.

Information for Applicants

Candidate must be a U.S. citizen or eligible to work in the United States. Candidate must have excellent organizational and analytical skills. Candidate also must be mature, responsible, tactful, possess good judgment and capable of exercising sound initiative, able to work harmoniously with others in a team-oriented work environment, and able to communicate effectively, both orally and

¹The duration of the appointment of the incumbent will be for a term of one year and one day, which makes the incumbent eligible for health insurance, life insurance, and retirement in addition to annual leave, sick leave and Social Security (FICA) deduction. The contribution levels for all paid benefits is the same as for a permanent employee.

Salary funding and authorization to maintain the temporary position held by the incumbent expires at the end of the day on September 30, 2015. Renewal of the temporary position beyond this date is subject to the availability of funding and funding expenditure authority to the Court for this purpose and the Probation Office's continued need for the position.

in writing. The selected applicant will be classified as an “AT WILL” employee for the duration of the appointment. **The employment status of an employee will not change as a result of a position title reclassification personnel action.** A knowledge/skills/abilities assessment may be required of applicants. The selected applicant will be subject to a one-year probationary status for satisfactory completion of training and overall performance in the position.

Benefits

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to thirteen days of paid annual leave per year for the first three years, thereafter up to twenty-six days per year, ten federal holidays, participation in the Federal Employees Retirement System with a percentage of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases dependent upon budget constraints and Congressional actions.

Duties and Responsibilities

1. Observes collection of urine samples from offenders and maintains appropriate records. Certifies the validity of urine test results by signing the Collection and Testing Certification on the Chain of Custody form. Collects and distributes test results to appropriate staff members. Enters testing data into database on a regular basis.
2. Records information for reports and investigations related to drug testing, including blind sample studies at the contract laboratory. Prepares reports in support of the drug testing program.
3. Assists in maintaining the urinalysis program, including supplies, billings, testing equipment and testing schedules.
4. Performs drug collection duties while observing necessary safety precautions and by using appropriate protective equipment such as gloves, safety glasses, etc.
5. 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 System (SIRS)
6. **Performs other duties as assigned.**

Qualifications:

The successful candidate will have at least two years of progressively responsible experience in related work. Experience in a legal environment is desired. The successful candidate must demonstrate effective communication skills and sound ethics and judgment, possess the ability to organize and prioritize work assignments, be able to work independently with little supervision, and possess the ability to work under strict deadlines.

Additional requirements include:

- High School Diploma or equivalent required, college degree preferred;
- Accurate data entry skills;
- As a condition of employment, applicant must pass a background investigation.

Application Procedure:

Please send a letter of interest prior to the close of business on February 19, 2015, outlining experience as it relates to the stated duties, responsibilities, and preferred skills of this position. In addition, all candidates for this position must submit a resume with three professional references, and a copy of their most recent performance appraisal, if available.

It is preferred that application materials be emailed as one document in PDF, Word, or WordPerfect format to resumes@alnp.uscourts.gov. If mailing, fax, or hand delivering, application materials must be received prior to the close of business on February 19, 2015, at the following address:

Ms. Barbara Monge
Human Resources Specialist
Robert S. Vance Federal Building
1800 Fifth Avenue North, 2nd Floor
Birmingham, AL 35203
Fax Number: (205) 716-2970

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, any of which may occur without prior written notice. Applicants selected for further consideration will be contacted.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER