UNITED STATES PROBATION AND PRETRIAL SERVICES
WESTERN DISTRICT OF WASHINGTON

Vacancy Announcement
14-WAW-01

NOVEMBER 2013

DRUG ANALYSIS TECHNICIAN

Court Personnel System Classification Level: CL 22/23

Developmental Range Salary $26,719 to $41,390
Full Performance Range Salary $33,693 to $53,844
Depending upon experience and qualifications
Additional promotional potential without further recruitment

Position open until filled; preference given to resumes received by December 8, 2013

The U.S. Probation and Pretrial Services Office for the Western District of Washington is currently accepting applications for a Drug Analysis Technician. There are five offices within the district: Seattle, Tacoma, Tukwila, Everett, and Vancouver. The assignment to a duty station is at the discretion of the Chief. This position is responsible for drug testing at the Tacoma courthouse, Tukwila field office and the Department of Corrections office in Lacey, Washington.

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:

To be considered, qualified applicants should submit a cover letter and resume to:

Human Resources (#14-WAW-01)
U. S. District Court
700 Stewart Street, Suite 2218
Seattle, WA 98101

or via e-mail (Word, WordPerfect, 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.