



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE

Texas Northern

POSITION TITLE:	Drug Technician CL 24
ANNOUNCEMENT:	P14-10
DUTY STATION:	Arlington, Texas
OPEN DATE:	May 2, 2014
CLOSING DATE:	May 26, 2014
STARTING SALARY:	\$17.63 - \$22.04 hourly 24 Hours Per Week Table 56

Promotional opportunity, based on performance, to target grade without further competition

DISTRICT SUMMARY

This district is one of the largest geographic areas in the United States. We serve a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexican border. Our headquarters office is located in Dallas in the Earle Cabell Federal Building. We also have offices located in the federal courthouses in Fort Worth, Wichita Falls, Abilene, San Angelo, Lubbock and Amarillo. In the Dallas/Fort Worth metroplex area we have one additional office in Arlington, TX.

POSITION OVERVIEW

The United States Probation Office for the Northern District of Texas has an opening in the Arlington office for a Drug Technician. This position will play an integral part in our on-site substance abuse testing program. The incumbent must have the availability to work more than 24 hours per week as needed or change to a full-time work schedule if needed. Our regular business hours are 8:00 AM to 5:00 PM Monday thru Friday.

Job responsibilities include, but are not limited to:

- Organize and prepare urine specimens for testing
- Verify assay meets acceptable quality control criteria
- Maintain chain of custody of urine samples received for analysis.
- Maintain paper and computerized records of test results, and inform officers of test results.
- Respond to inquiries regarding status of tests.
- Maintain and transport urine specimens for confirmation according to chain of custody procedures.
- Accept incoming mail.
- Use, calibrate, and troubleshoot laboratory equipment
- Maintain inventory of supplies.
- Coordinate urine collection schedules with vendors and officers.
- Prepare monthly statistical reports.
- Prepare discrepancy reports for samples received that do not meet the chain of custody criteria.
- Answer phones

CLASSIFICATION REQUIREMENTS

One year of specialized experience:

Progressively responsible laboratory experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives, and involve the routine use of specialized terminology and automated software.

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MINIMUM POSITION REQUIREMENTS

- Two years of general medical office experience (education above high school may substitute).
- One year of analysis experience in a medical laboratory
- Ability to receive, store, test and ship urine samples
- Ability to follow defined procedures, analyze and interpret data, and summarize results
- Detail oriented
- Ability to process mail
- Communicate effectively - written and oral
- Skill in using an automated system to enter and extract information
- Ability to work both independently and in a team environment
- Ability to push/pull up to 30 lbs
- Ability to lift up to 10 lbs
- Work well under deadline pressures
- Availability to work more than 24 hours per week as needed or change to a full-time work schedule if needed

Two years of college level courses in biological sciences or chemistry is preferred but not required.

BENEFITS

Employees are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings, health, life insurance; long term care, long term disability, vision, dental; annual/sick leave, federal holidays and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

HOW TO APPLY

Applicants who meet the classification, minimum position, and hazardous duty requirements should submit a resume (two page limit) of their professional experience and educational background along with a cover letter (two page limit).

Qualified applicants should email their resume packet to:

United States Probation
Human Resources - #P14-10 (Drug Technician)
Attn: Human Resources Manager
E-mail: human_resources@txnp.uscourts.gov

DISCLOSURES

- U.S. Probation reserves the right to modify the conditions of this job announcement without prior notice.
- Applications will be accepted from US Citizens and Non-Citizens as allowed by appropriations and statute.
- Applicants may be subject to a skills test.
- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct.
- The final candidate will be subject to a record check with law enforcement agencies and credit bureaus.
- This position is considered at-will which means that employment may be terminated at any time by either the employer or employee, with or without cause.

We appreciate your interest in employment with our district; we will acknowledge receipt of your resume via an automated email reply.

Applicants who meet all minimum requirements will receive instructions on how to complete and submit an application packet. There is no need to submit an application at this time.

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