



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF CALIFORNIA
PROBATION OFFICE

URINALYSIS TECHNICIAN
Full-Time

Announcement #	16-11
Date Opened	August 25, 2016
Closing Date	Open until filled. Preference will be given to applications received by September 12, 2016. One position will be filled from this announcement. One male will be selected as they are required to observe collection of urine samples from offenders of the same gender which is a bona fide occupational qualification (BFOQ).
Location	San Diego Main Office, 101 W. Broadway, Suite 700, San Diego, CA 92101
Duties and Responsibilities	Representative duties include but are not limited to: Observes collection of urine samples from offenders of the same gender in accordance with established procedures for substance abuse testing protocol. Documents the sample collection chain of custody to protect the integrity of the urinalysis collection process. Ensures samples are securely packaged and sent for analysis in a timely manner. Maintains and enters all data collection and testing results in national database. Prepares reports, as needed. Assists with the maintenance of the district's urinalysis program, including stocking supplies and forms and maintaining testing equipment, testing logs and schedules for all collection sites. Maintains the operations of the daily code-a-phone recording for the urinalysis line to facilitate random specimen collection program. Travels to branch offices to execute the duties of this position. Testifies in court as to chain of custody of urine samples if required. Performs other clerical duties as assigned.
	Court Personnel System - Level 22
Starting Salary	CL 22, Steps 1 - 19 \$28,186 - \$33,485 Annually with full government benefits
Potential Salary	CL 22, Steps 20 - 61 \$33,779 - \$45,848 Annually with full government benefits
Minimum Qualifications	To qualify for the position of Urinalysis Technician, a candidate must be a U.S. Citizen, a high school graduate (or equivalent) and proficient in office technology applications such as Microsoft Office Suite. Bilingual in Spanish and English is preferred. For placement at salary levels above Step 1, at least one year of general experience is required. Ability to interact and communicate orally and in writing with a variety of people is required. A background investigation including fingerprinting and criminal history and credit checks will be conducted as a condition of employment.
Special Working Conditions	A candidate must be able to stand for prolonged periods. This position requires working a variable schedule with non-traditional hours.
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.
Educational Substitutions	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.
Personal Characteristics	A successful candidate must be professional, responsible, organized and detailed-oriented. Must also possess tact, good judgment, initiative, and the ability to work with a wide variety of people with diverse backgrounds.

How to Apply

Applicants should submit a cover letter summarizing related skills and interest in the position along with an Application for Federal Judicial Employment (AO78). The application form AO78 can be found at: <http://www.uscourts.gov/forms/AO078.pdf>

A resume will not be accepted in lieu of an application, but may be submitted as an attachment along with a fully completed application.

Please submit cover letter and completed application (AO78) via email to:

HR_CASP@casp.uscourts.gov

Subject: Human Resources Announcement #16-11

Incomplete application packets may not be considered.

Additional Information

U.S. Probation reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. Only qualified applicants will be considered for this position.

U.S. Probation employees serve under "Excepted Appointments." They are considered "at will" employees with the exception of U.S. Probation Officers who are "for cause." All U.S. Probation employees are required to adhere to a Code of Conduct which is available upon request. The U.S. Probation Office is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

U.S. Probation employees are subject to mandatory Electronic Funds Transfer (direct deposit of pay check to a financial institution).

For detailed Benefit information, please visit: <http://www.uscourts.gov/careers/benefits>

UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER