



VACANCY ANNOUNCEMENT

UNITED STATES PROBATION
Southern District of California
www.casp.uscourts.gov

Announcement # 19-06

Position	Urinalysis Technician
Date Opened	December 10, 2018
Closing Date	Open until filled. Preference will be given to applications received by December 31, 2018.
<i>One position will be filled from this announcement. One female 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).</i>	
Location	San Diego Main Office, 101 W. Broadway, Suite 700, San Diego, CA 92101
Classification Level	Court Personnel System – CL 22
Salary Range	\$29,588 – \$33,301 Starting salary \$33,611 – \$48,156 Potential salary

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 clerical duties as assigned.

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. Experience in a law enforcement or corrections environment is preferred.

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 detail-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

Submit a cover letter summarizing related skills and interest in the position, and an Application for Federal Judicial Employment (AO78). Link to Application Form AO78: <http://www.uscourts.gov/forms/AO078.pdf>

Email cover letter and completed application (AO78) in PDF format to: careers@casp.uscourts.gov

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

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