



VACANCY ANNOUNCEMENT

UNITED STATES PROBATION

Southern District of California

www.casp.uscourts.gov

Announcement # 23-17

Position	Urinalysis Technician <i>Full or Part Time. See scheduling information below.</i>
Date Opened	August 09, 2023
Closing Date	Open until filled, continuous. First application review August 31, 2023. <i>More than one position may be filled from this announcement. Only males 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 Chula Vista Office, 303 H Street, Suite 500, Chula Vista, CA 91910
Classification Level & Salary Range	Court Personnel System – CL 22 \$16.42 – \$20.36/hour starting salary, with full government benefits \$20.54 – \$26.70/hour potential salary, with full government benefits <i>Applicants with at least one year of general experience or the educational substitution will start at \$20.36/hour.</i>

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.

QUALIFICATIONS

To qualify for the position of Urinalysis Technician, a candidate must be 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. Experience in a law enforcement or corrections environment is preferred.

SPECIAL WORKING CONDITIONS

A candidate must be able to stand for prolonged periods.

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.

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.

REQUIREMENTS

Must possess skill in using standard office equipment (telephone, copiers, fax machines, scanners, etc.) and be proficient in using office technology applications such as Microsoft Office Suite. The ability to interact and communicate orally and in writing with a variety of people is required. A candidate must be able to lift and move case files.

SCHEDULING

Full Time consists of eight 10-hour workdays per two week pay period. Workdays are Monday – Friday, 10-hour shifts are 7am to 6pm, with a varying schedule and a one-hour lunch.

Part Time consists of either an am or pm shift between scheduled between 7am and 6pm Monday – Friday.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Eleven paid federal holidays.
- Comprehensive options for health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax options for healthcare, dependent care, health insurance premiums, parking, and mass transit expenses (including UberPool and Lyft line).
- Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitted.
- Time in service for employees of other federal agencies and prior military service, will be taken into consideration when computing leave accrual and retirement benefits.
- Federal Student Loan Forgiveness eligibility.

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

NOTICE TO APPLICANT

- Applicants must be United States Citizens.
- A background investigation including fingerprinting and criminal history and credit checks will be conducted as a condition of employment.
- All application information is subject to verification.
- Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#).
- The court is not authorized to reimburse travel expenses for interviews or relocation.
- This position is subject to mandatory electronic funds transfer for payroll direct deposit.

APPLY BY SUBMITTING

1. A resume
2. Cover letter (optional)

Email to: careers@casp.uscourts.gov

Subject: Human Resources Announcement # 23-17

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." 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.

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