



## U. S. PRETRIAL SERVICES OFFICE MIDDLE DISTRICT OF FLORIDA

### \*\*\*\*Vacancy Announcement\*\*\*\*

12-FLMPT-01

- Position Title:** DRUG LABORATORY TECHNICIAN
- Duty Location:** Jacksonville, FL
- Tour of Duty:** Permanent / Full Time
- Salary:** CL 23/1-CL 24/61\* (\$31,009 - \$55,864)  
*\* Depending upon experience and qualifications. Additional promotion potential without further recruitment.*
- Closing Date:** Open Until Filled: Preference given to resumes received by 3/19/12.
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The U. S. Pretrial Services Office for the Middle District of Florida is currently accepting applications for the position of Drug Laboratory Technician for the Jacksonville division. The Middle District of Florida consists of five divisions: Jacksonville, Ocala, Orlando, Tampa, and Fort Myers. The assignment of a duty location is at the discretion of the chief pretrial services officer. More than one position may be filled from this recruitment. This position will be under the direct supervision of a supervisory pretrial services officer.

#### **REPRESENTATIVE DUTIES**

The Drug Laboratory Technician is responsible for the operation, integrity and efficiency of the Pretrial Services Office's on-site substance abuse testing program. The incumbent also performs chemical analysis for other court units or districts. Duties include, but are not limited to:

- Observes collection of urine samples from defendants of the same gender in accordance with established procedures for substance abuse testing protocol.
- Performs chemical analysis of urine samples for detection of controlled substances.
- Maintains appropriate documentation of chain of custody to protect the integrity of the urinalysis collection and testing process.

- Maintains and enters all data collection and testing results in national database on a regular basis. Notifies appropriate staff members of testing results, as well as, prescription reporting. Ensures samples are securely packaged and sent for analysis confirmation in a timely manner. Prepares reports as needed.
- Assists with the maintenance of the district's urinalysis program, including stocking supplies and forms, maintains testing equipment, testing logs and schedules. Maintains the operations of the daily code-a-phone recording for the urinalysis line to facilitate random specimen collection program.
- Testifies in court as to chain of custody of urine samples and technical operations of the lab, if required.
- Reports all hazardous incidents encountered in the course of duty to the appropriate authority. Performs other duties as assigned.

### **QUALIFICATIONS**

To qualify for the position of Drug Laboratory Technician, a candidate must be a U.S. Citizen (or eligible to work in the United States), a high school graduate (or equivalent), have two years general experience, and computer literate. Applicant must be male gender in order to collect urine from defenders of the same gender (bona fide occupational qualification {BFOQ}). At least one year of laboratory experience is preferred. Experience in law enforcement or legal environment would be helpful.

A background investigation including fingerprinting and criminal history and credit checks will be conducted as a condition of employment.

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.

### **APPLICATION PROCEDURES**

This position will be filled in accordance with the Employment Dispute Resolution Plan (EDR) as adopted by the United States District Court for the Middle District of Florida. Qualified applicants must submit a cover letter and resume to:

Human Resources (#12-FLMPT-01)  
U.S. Pretrial Services Office  
300 N. Hogan Street, Suite 2-200  
Jacksonville, FL 32202

Or via e-mail (Word, WordPerfect, or Acrobat .pdf format) to:

[HR\\_Pretrial@flmpt.uscourts.gov](mailto:HR_Pretrial@flmpt.uscourts.gov)

The best qualified applicants will be invited for an interview at their own expense and, if selected, relocation expenses will not be provided. These applicants may be required to participate in testing that assesses knowledge, written and verbal skills, and computer ability. By statute, employees must be a citizen of the United States or of a country which the United States has a mutual defense treaty. This position is subject to mandatory electronic fund transfer (direct deposit) for payment of net pay under the Federal Financial Management Reform Act. Employees are required to follow a Code of Conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates.

Pretrial Services 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.

### **BENEFITS**

Employees of the Judiciary are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other Federal employees. These include:

- 13 days' paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days/year dependent upon length of service;
- 13 days' paid sick leave per year (unlimited accumulation);
- 10 paid holidays per year;
- Subsidized medical coverage with pre-tax employee premiums;
- Group life insurance and long term care insurance;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs);
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching);
- Participation in the Federal Employees Retirement System;
- Eligibility for Long Term Disability Plan Group Rate;
- Creditable service time in other federal agencies or the military will be added to judiciary employment.