

**The United States District Court
Southern District of Florida
U. S. Probation Office
Notice of Vacancy**

Position: Lab Technician

Ann - No: 2014-PRB-01

Work Schedule: Full-time /Temporary - One year, One day

Location: Miami, Florida

Salary Range: \$32,810 - \$41,043 (CL23) commensurate with experience

Opening Date: 12/19/2013

Closing Date: 01/03/2014

NOTE: This temporary position may conclude earlier with advance notice or become permanent without further advertising.

Position Overview

Assists in the Probation Laboratory to maintain the integrity of the chemical analysis and detection of controlled substances which includes the following duties: Observes the taking of urine samples from male defendants. Performs chemical analysis for detection of controlled substances. Performs initial confirmation procedures on positive specimens as required. Prepares statistical reports of all positive specimens. Maintains and completes the chain of custody procedures for each sample including the securing of the samples and prepares them for testing. Records results of urinalysis in PACTS and notifies appropriate probation officers of results. Maintains the collection area in a clean and secure manner as well as maintaining appropriate supply levels. Maintains confidentiality of case file and treatment information. Provides testimony in court proceedings as to the validity of specimen testing results and explains the analytical procedures when required. Performs other duties as assigned. Operates a personal computer and scanner to create images of documents for storage into a database. Acts as local information resource for probation staff and other agencies by handling daily requests for chemical analysis and results in a timely manner, ensuring accurate application of the district's disclosure policy and procedures.

Qualification Requirements

Minimum one year of progressively responsible experience which provided a good understanding of the methods and operating procedures in a laboratory environment with primary focus on securing urine samples from male defendants and preparing them for testing; providing immediate results in a professional, courteous, and efficient manner while in an environment with daily contact of supervised offenders. Skill using automated equipment and computer software to enter urine sample information into appropriate databases.

Excellent attendance and punctuality essential. Incumbent must be of Male Gender and be able to maintain the confidentiality of case file and treatment information. Must adhere to the Judiciary Code of Conduct. Spanish Speaking preferred. Prior experience dealing with supervised offenders is highly desirable.

Personal Characteristics

Successful candidate should be: mature, responsible, poised, possess tact, good judgment, initiative, and maintain a professional appearance and demeanor at all times, have the ability to meet and greet the public in a professional and pleasant manner. Must be able to work harmoniously with others, and communicate effectively. Must be flexible and be able to adapt to unanticipated needs and problems.

Organizational Relationship

This position is assigned to the United States Probation Office in the Drug Laboratory and reports directly to the Supervising U.S. Probation Officer at that location.

Benefits

Employees of the United States District Court serve under “Excepted Appointment” and are considered “At-Will” employees subject to a one (1) year probationary period. Federal Government Civil Service classifications or regulations do not apply; however, court employees, if eligible, may enjoy the same benefits as other Federal Government employees and enhanced Judiciary-only benefits such as:

- Employees accrue 13 days of paid vacation per year for the first three years.
- Ten paid national holidays per year.
- Participation in the Federal Employees Health Insurance Program on a pre-tax deduction basis.
- Participation in Group Life Insurance.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.
- Participation in Pre-Tax Flexible Spending Accounts.

Background Check

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed. This is not applicable to current Southern District of Florida employees.

To Apply

Qualified applicants must apply electronically by submitting the *Application for Judicial Branch Employment* (AO78) in PDF format-Only and annotating Announcement Number 2014-PRB-01 in the subject line to: flsd_hrmail@FLSD.uscourts.gov. Please Note that detailed resumes cannot be substituted for a fully completed Application for Judicial Branch Employment; Failure to adhere to specific instructions will disqualify applicants from further consideration in the selection process.

The AO78 Application for Judicial Branch Employment is available on the Court’s public website at www.flsd.uscourts.gov.

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Only qualified applicants will be considered for this position.

Applicant Must be a U.S. Citizen or eligible to work in the United States

Those applicants selected for further consideration will be subject to skills testing.

The Federal Court practices zero tolerance for illegal drug use.

**THE UNITED STATES DISTRICT COURT, PROBATION OFFICE
IS AN EQUAL OPPORTUNITY EMPLOYER**