UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE
SOUTHERN DISTRICT OF FLORIDA
NOTICE OF VACANCY

Main: 400 North Miami Avenue, Miami, Florida 33128
Website: www.flsd.uscourts.gov
Phone: (305) 523-5980 – Human Resources
Email: flsd_hrmail@flsd.uscourts.gov

Position: Laboratory Technician
Announcement No: 2027-PRB-03
Duty Station: Miami, FL
Salary: $47,606 - $85,482*(CL 24-CL 25)

***Salary determined on experience, qualifications and funding availability. May be eligible for promotion to the next level without further advertising and funding availability.**

Position Overview

The incumbent is responsible for the operation, integrity, and efficiency of an on-site lab facility. This position is in the U.S. Probation and Pretrial Office in the Southern District of Florida.

Duties & Responsibilities

- Accountable for the operation and maintenance of the urinalysis equipment, the management of supplies, verification of monthly billings and technical assistance on matters relating to testing procedures.
- Performs daily start up and calibration procedures on the analyzer.
- Performs chemical analysis for detection of illegal drug/controlled substances.
- Performs re-screen procedures on positive specimens as required. Sends positive specimens to national contract laboratory for confirmation when requested. Communicates results to the officer.
- Records results of confirmation urinalysis and notifies the officers and appropriate supervisor via e-mail.
- Accountable for all corrections received from database into PACTS.
- Verifies chain of custody procedures were followed for each sample and reports procedural lapses to supervisors.
- Testifies in Court, as required, regarding chain of custody and testing methodologies.
- Observes, and collects same sex urine samples in accordance with established procedures.
- Maintains current updates on data changes within the laboratory automation system and analyzers.

Important Dates

Opening: October 9, 2026

Closing: November 2, 2026

U.S. Probation & Pretrial Services Office, Southern District of Florida

The U.S. Probation and Pretrial Services Office serves District and Magistrate Judges by providing investigative services, alternatives to detention and community supervision. We will protect the community by ensuring compliance with the conditions of release and provide rehabilitative services as needed.

There are 18 authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The District spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Office maintains its headquarters in downtown Miami and includes five divisional offices and two satellite offices.

- Adhere to the security and confidentially standard of the laboratory.
- Keeps informed on new developments and techniques in the laboratory.
- Reports all hazardous or safety-related incidents encountered in the course of duty to the appropriate authority for entry into the Safety and Information Reporting Systems (SIRS).
- Enters sweat patch results/documents into PACTS.
- Adheres to the security and confidentiality standards of the laboratory.
- Performs other duties as assigned

Qualifications Requirements

Candidate must have two years of generalized experience and at least two years of specialized experience. In addition, must have a high school degree or equivalent.

General Experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position.

Specialized Experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Education above the high school level may be substituted for required general experience based on one academic year (30) semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

How to Apply

Send all attachments in one email message to the HR Mailbox. All attachments must be in Microsoft Word (.doc; .docx) or Adobe Acrobat (.pdf) format.

Email address:
flsd_hrmail@flsd.uscourts.gov

Subject Line:
Analyst - 2027-PRB-03

Attachments:
- **AO 78 – Federal Judiciary Branch Application for Employment**
- **Detailed Resume**
- **Copy of your most recent performance evaluation**

The AO78 is available on the Court's website under vacancies:
http://www.flsd.uscourts.gov

Court Preferred Qualifications & Skills

- Bachelor's degree from an accredited college/university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position is highly preferred.
- Previous laboratory experience processing urinalysis for a federal Probation agency is highly preferred.
- Ability to work within precise time frames and deadlines.
- Proficiency working with automated environments with a significant knowledge of computer programs such as Adobe, Word, Microsoft Word, Excel, and Windows as other software programs.
- Excellent attendance, punctuality, and reliability required.
- Must possess excellent attention to detail, and organizational skills. Multi-tasking skills are required to balance the demands of varying workloads, responsibilities, and deadlines.
- The desire and ability to work harmoniously with others in a total quality-team-based organization, and the desire/willingness to collaborate with persons under supervision, community partners and others to reduce recidivism.
- Ability to communicate well orally and in writing.

Background Investigation & The Fair Chance to Compete Act (FCA)
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. This position is **not** covered under the FCA. Therefore, candidates **will** be asked to provide verbal or written statements about criminal history prior to receiving a conditional job offer. When applying for this position, completion of Questions 18, 19, and 20 on Form AO-78, "Application for Employment" is **mandatory**.

Benefits
Employees of the United States District Court are Excepted Appointments and considered At-Will judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement

Selection Process
Only qualified applicants will be considered, and interviews will be granted to the most competitive and qualified applicants. Applicants with disciplinary actions (i.e., communications of reprimands or adverse actions) within the past 12 months of this announcement closing date, may not be considered the most competitive and qualified applicants. Incomplete applications may not be considered. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior notice.

The Federal Court practices zero tolerance for illegal drug use.
Those applicants selected for further consideration may be subject to testing.
Applicants must be a United States Citizen or eligible to work in the United States.
THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.