

**VACANCY ANNOUNCEMENT**

**U.S. PROBATION OFFICE**

**EASTERN DISTRICT OF PENNSYLVANIA**

**VACANCY:** #16-06

**POSITION:** Drug Analysis Technician (Female)

**LOCATION:** Philadelphia, PA

**OPENING DATE:** Monday, April 18, 2016

**CLOSING DATE:** Open until filled  
\*First consideration given to applicants who apply on or before Friday,  
May 13, 2016

**TARGET GRADE:** CL 22

**JOB SUMMARY**

The Drug Analysis Technician provides technical support services to officers located in the U.S. Probation Office of the Eastern District of Pennsylvania. The incumbent will assist and back-up the U.S. Pretrial Services Office Urinalysis Technician in analysis of urine samples in accordance with Administrative Office and equipment manufacturer.

**REPRESENTATIVE DUTIES:**

- Conduct and observe urine specimen process with offenders of the same gender (female).. Perform chemical analysis for detection of controlled substances. Maintain appropriate records. Perform these duties while observing necessary safety precautions and by using appropriate protective equipment such as gloves, safety glasses, lab coats/smocks, etc.
- Certify the validity of urine test results by signing the Collection and Testing Certification on the Chain of Custody form.
- Enter testing data in the appropriate database on a daily basis.
- Collect and distribute test results to appropriate staff members. Provide prescription reporting, phase reporting, and code-a-phone messages.
- Record information for reports and investigations related to drug testing, including blind sample studies at the contract laboratory, and quality control of non-instrumented handheld devices.
- Maintain the urinalysis program, including supplies, testing equipment, testing schedules, and laboratory organization.
- Collect data and complete forms in support of the drug testing program, including reporting lab results, sending out samples, and retrieving results from the website.
- Report 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).

- Collect urine samples from offenders (females only) in accordance with the procedures established by the Administrative Office of the U. S. Courts.
- Deliver collected urine samples to on-site drug lab, ensuring proper chain of custody.
- Draw blood (finger sticks and venipuncture) from offenders in accordance with established medical protocol.
- Process blood specimens in accordance with laboratory protocol and FBI procedures, which include verifying the offender’s identity, fingerprinting the offender, completing the form (extract offender information from PACTS) “Request for National DNA Database Entry,” and mailing the samples.
- Maintain an inventory of collection kits and urine collection supplies
- Perform specific tests (Emit, Test Cups, Handheld devices, etc..) on urine samples to detect for controlled substances.
- Informs pretrial services officers of testing outcomes, prepares positive urine samples for shipment to national laboratory.
- May be required to assist and or provide oversight of laboratory testing include quality control; set up, use and security of equipment
- Testifies, by court order, to the validity of urine testing results and explains the testing procedure in technical terms.
- Attends and provides training on technological developments in the drug testing process.
- Perform other duties as assigned.

### **QUALIFICATIONS**

High school graduate or equivalent. Preferred experience with urine-specimen collection of criminal offenders and database entry. Demonstrate interpersonal and confidentiality skills. **BFOQ** Regulations require **female** applicants only to insure same-sex collection of urine specimens.

### **TO APPLY**

Resume and cover letter should be e-mailed to:

[PAEPdb\\_ProbationMail@paep.uscourts.gov](mailto:PAEPdb_ProbationMail@paep.uscourts.gov)

\*Please include Vac. #16-06 in the subject line.

Or mailed to:

Chief U.S. Probation Officer  
Attn: Human Resources Specialist  
Suite 2400, Federal Office Bldg.  
600 Arch Street  
Philadelphia, PA 19106

### **SELECTION PROCESS**

Applicants will be considered on the length and quality of experience and demonstrated performance. The process will include an interview, review of each candidate’s personnel file, input from applicant’s immediate supervisor, and senior management. Selection will be in

accordance with the Equal Employment Opportunity Plan for the U.S. District Court, Eastern District of Pennsylvania.