

**UNITED STATES PROBATION &  
PRETRIAL SERVICES OFFICE  
DISTRICT OF MASSACHUSETTS**

**NOTICE OF VACANCY**



**POSITION TITLE:** Drug Analysis Technician

**POSITION TYPE:** Full-Time Regular (FTR), Excepted Service

**ANNOUNCEMENT #:** #17-01

**LOCATION:** Boston, Massachusetts

**CLASSIFICATION LEVEL:** CL 22-23 (\$28,936 - \$58,269)\*

\* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience.

**OPENS:** March 22, 2017      **CLOSES:** Open Until Filled

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The U.S Probation & Pretrial Services Office for the U.S. District Court for the District of Massachusetts is currently accepting applications for a full-time Drug Analysis Technician for the Boston Office. This position will also provide services to the Taunton Divisional Office, therefore it will be necessary for the incumbent to travel, as needed.

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**Position Overview**

The position provides technical support services to officers throughout MA in the area of male client drug testing, through observation, collection, distribution and testing. The position assists officers' investigation and supervision goals.

**Representative Duties:**

- Conduct and observe urine specimen process with offenders of the same gender. Perform EMIT testing at our local lab. Perform instant drug test via hand held devices. 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. Appropriately document prescription medication, phase reporting, and maintain current 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).
- Perform other duties as assigned.

**Qualifications:**

- High school graduation or equivalent.
- Candidates should be mature, responsible, poised, possess tact, diplomacy, good judgment, analytical skills, initiative and excellent customer service skills.
- The incumbent must have strong verbal and written communication skills and be computer literate, including proficiency with word processing, spreadsheets, Adobe Acrobat and other basic computer software programs.
- A team attitude, attention to detail and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. The individual selected must understand and abide by the rules, policies and regulations of the Court, adhere to necessary safety precautions, be willing to use appropriate protective equipment when required, and be willing and able to follow documented instructions.
- Commitment to public service.
- Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

**Preferred Qualifications:**

- Bachelor's degree.

**FBI Background Investigation**

As a condition of employment, the selected candidate must successfully complete a Federal Bureau of Investigation (FBI) background investigation, defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database.

**Hours**

Monday to Friday, 8:30 AM to 5:00 PM. Some flexibility in start and end times, as approved by the Chief Probation Officer and Divisional Supervisor. Additional hours, as needed.

**Benefits**

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)

- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Flexible Benefits Program
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)
- Transit Subsidy Program

### **How To Apply**

Submit all of the following documents as directed below: (1) a cover letter; (2) a current resume; (3) a list of three professional references, including their current contact information and (4) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) to:

**United States Probation & Pretrial Services Office,  
U.S. District Court, Massachusetts  
Attn: Susan Mohr, Human Resources Director  
Drug Analysis Technician - #17-01  
John Joseph Moakley U.S. Courthouse  
1 Courthouse Way, Suite 2300  
Boston, MA 02210**

\*Application forms (AO-78) are available on our website in fillable format at [www.mad.uscourts.gov](http://www.mad.uscourts.gov). **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

**Applications also accepted by e-mail: [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov)**

**Note:** If you apply by e-mail, please make certain the code **HR Mail, Vacancy #17-01, Drug Analysis Technician** appears in the subject line of your e-mail correspondence to [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov).

### **Information for Applicants**

Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicant must be a United States Citizen or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States District Court is a part of the Judicial Branch of the United States government, and therefore is not subject to the many statutory and regulatory provisions that govern civil service employment.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of

which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein.

Applicants who do not submit all the requested materials as listed above may lose consideration for this position. The Federal Financial Management Reform Act requires direct deposit of federal wages. Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified individuals who will be invited for an interview.

**NO FAXES PLEASE**

**EQUAL OPPORTUNITY EMPLOYER**