

**UNITED STATES PROBATION OFFICE
NORTHERN DISTRICT OF NEW YORK**

VACANCY ANNOUNCEMENT NO. 16-PO-02

Opening Date: December 22, 2015 **Closing Date:** Until Filled*

*First Round cut-off January 11, 2016

Location of Position: **Albany, New York**
Status: **Full Time**
Position Title: **Drug Testing Technician**
Starting Salary Range: **Classification Level 23 - 24 (\$31,652 - \$43,823)**
Salary Potential: **Classification Level 25 (up to \$62,951)**
Target Start Date: **February 2016**

The Drug Testing Technician provides technical, administrative, and clerical support to probation officers and/or officer assistants in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing other similar duties, as assigned. This position reports to the Clerk-In-Charge. Incumbent should be a highly organized self-starter with the ability to prioritize and complete multiple tasks and deadlines for numerous people. Must be able to handle interruptions and changing deadlines and remain on track to complete assignments. The ability to maintain confidentiality is imperative.

Representative Duties: The Drug Testing Technician performs duties and responsibilities such as, but not limited to, the following:

Manages the drug testing program. Plans the daily activities of the drug testing program. Enrolls defendants/offenders. Schedules defendants/offenders to report for drug testing. Reads and tracks testing results of all defendants/offenders. Maintains appropriate records. Oversees supplies.

Observes and conducts same sex urine collection on defendants/offenders, the majority of whom are male, in a controlled environment. In accordance with local and national policy, follows chain of custody protocol when reporting drug testing results. Sends specimens to national contract laboratory for confirmation as instructed.

Will often be required to work in excess of 8 hours during weekday testing dates, and on weekends.

Maintains security of the Drug Testing facility. Ensures the confidentiality of test-related documents, reports and specimens.

Screens telephone calls and visitors. Answers routine questions, provides assistance as authorized and refers persons to officers or to appropriate agencies based on the knowledge of officers' activities and office operations. Routine copying, mailing, scanning and filing will be required.

Photographs defendants/offenders and uploads data into an automated case management tracking system. Fingerprints defendants/offenders and submits cards to appropriate law enforcement agencies. Conducts criminal records checks through local and national criminal retrieval systems.

Receives and determines the necessary distribution of all incoming court documents.

Organizes, scans and prepares case files in accordance with established case management procedures. Makes entries to chronological records from direct communication with a defendant/offender.

Assists Probation Officer Specialist by providing information needed for the preparation and execution of agency contracts.

Under the direction of the Probation Officer Specialist, assembles documentation needed for drug testing and treatment audits. Compiles reports and statistical data regarding local office and/or district drug treatment and testing results.

Assists with the coordination, monitoring, or use of various programs/databases, including Accurant, ATLAS, CHAIRS, e-Designate, e-Justice, BOP Red Flag report, archive requests, CM/ECF, LENS, and RRC.

Performs other related duties as assigned.

Minimum Experience and Education Requirements:

HS Diploma with two years of generalized experience. Education above the high school level from an accredited institution is preferred. Applicants should have strong verbal and written communication skills; the ability to analyze work processes and problem-solving skills. Experience using automated systems and customer service skills a plus. Computer knowledge in a Microsoft Windows environment and WordPerfect experience is preferred.

Conditions of Employment:

Applicants must be United States citizens or eligible to work in the United States. The individual being selected for this position will be required to submit to a security background check which includes fingerprinting. All appointments are provisional upon a favorable suitability determination. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request. Employees of the United States District Court are Excepted Service Appointments. Excepted Appointments are “at will” and can be terminated with or without cause by the Court.

Benefits:

- A minimum of 10 paid holidays per year.
- Paid vacation leave and sick leave.
- Optional participation in Thrift Savings Plan (401K).
- Optional participation in Federal Employees Health Benefits.
- Optional participation in Federal Employees Group Life Insurance.
- Optional participation in Federal Dental and Vision Plans.
- Optional participation in Flexible Spending Programs.
- Optional participation in Long-Term Care Insurance.
- Retirement benefits and credit for prior government service.

Application Process and Deadline:

For immediate consideration, send cover letter and resume by close of business on January 11, 2016 to:

United States Probation Office
PO Box 7035
Syracuse, NY 13261
Attn: Human Resources
315-234-8549 (fax)
email: dt@nynp.uscourts.gov

*Participation in the interview process will be at the applicant's own expense. The Court will not pay for relocation expenses. **Only those applicants selected for an interview will be contacted.** The United States Probation Office, Northern District of New York reserves the right to modify the conditions of this job announcement; to withdraw the job announcement or to fill the position earlier than the closing date. Any of which may occur without prior written notice. EOE.*