

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK
PROBATION AND PRETRIAL SERVICES

Michael J. Kester
Chief U.S. Probation Officer

Janna A. Kulakowski
Deputy Chief U.S. Probation Officer



James M. Hanley Federal Building
100 S. Clinton Street, P.O. Box 7035
Syracuse, New York 13261
(315) 234-8700
Fax (315) 234-8701

Vacancy Announcement #23-PO-17

Position: Drug Testing Technician
Location: Syracuse, New York
Opening Date: July 21, 2023
Closing Date: Open Until Filled (*Applications will be reviewed on a rolling basis, with preference given to those received by August 16, 2023.*)
Starting Salary: Classification Level 23 - 24 (\$37,357 - \$51,713)
Salary Potential: Classification Level 25 (up to \$74,271)
Status: Full-Time
Target Start Date: August 2023

The Drug Testing Technician provides technical, administrative, and clerical support to probation officers in a wide range of areas including managing a drug testing program, conducting investigations, coordinating with collateral agencies, and performing other similar duties as assigned. This position reports to the Team Leader. 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 including, but not limited to, the following:

1. 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.
2. 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.
3. May be required to work more than 8 hours during weekday testing dates, and on weekends.
4. Maintains security of the Drug Testing facility. Ensures the confidentiality of test-related documents, reports and specimens.
5. 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.
6. Screens telephone calls and visitors to the office. Answers routine questions, provides assistance as authorized and refers persons to officers or to appropriate agencies based on officers' activities and office operations. Routine copying, mailing, scanning, and filing will be required.

6. 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 record checks through local and national criminal retrieval systems.
7. Receives and determines the necessary distribution of all incoming court documents.
8. 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.
9. Assists with the coordination, monitoring, and use of various programs/databases including ATLAS, CHAIRS, Capture, e-Justice, BOP Red Flag report, archive requests, CM/ECF, LENS, and RRC.
10. Performs other related duties as assigned.

Minimum Experience and Education Requirements: High School Diploma and two years of general experience are required. However, education above the high school level may be substituted for required general experience on the basis of one academic year equals one year of general experience. 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 Word 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 are Excepted Service Appointments. Excepted Appointments are “at will” and can be terminated with or without cause by the court. Electronic direct deposit of salary payments is mandatory.

Benefits: Benefits include 13-26 days of annual leave, 13 days of sick leave, 11 paid holidays per year, immediate matching Thrift Savings Plan, pre-tax programs, and insurance plans (i.e., health, life, vision, dental, disability, and long-term care). Retirement benefits and credit for prior government service.

Application Process:

Individuals interested in being considered for this position are asked to submit a letter of interest and resume through our HR Application System (***click on Drug Testing Technician title below***):

[Drug Testing Technician](#)

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.*