



Office of Human Resources
U.S. District Court, Probation, and Pretrial Services
Western District of Texas
727 E. Cesar E. Chavez Boulevard, Suite A-403
San Antonio, Texas 78206

Job #USPT 12-07

Position:	Drug Analysis Technician
Opening Date:	September 20, 2012
Closing Date:	October 5, 2012
Classification Level:	Up to CL-23/Step 25 (up to \$38,790/annual) - salary commensurate with experience
Location:	San Antonio, Texas

The United States Pretrial Services Office is currently accepting applications for the position of Drug Analysis Technician in San Antonio, Texas. The Drug Analysis Technician is responsible for assisting in the operation, integrity, and efficiency of the court unit's on-site substance abuse testing program.

REPRESENTATIVE DUTIES:

Duties and responsibilities are to perform chemical analysis for detection of controlled substances; assist with daily operation of an in-house laboratory; perform initial confirmation procedures on positive specimens as required; maintain written chronological records of collection activities; testifies in court, regarding chain of custody and testing methodologies; assist with the preparation of statistical reports; perform daily start up and calibration procedures on the analyzer; perform weekly and monthly maintenance procedures on the analyzer; maintain security of the laboratory; observe and, when deemed necessary, collect urine samples; order supplies; and all other duties as assigned.

QUALIFICATIONS:

Applicant must possess: practical knowledge of computer applications; the ability to accurately enter a high volume of complex data; ability to communicate effectively to include providing court testimony; ability to work in a standing position for certain periods of time as well as possess the ability to bend, stoop, and occasionally lift heavy items; and must be capable of working a flexible schedule, to include some overtime; occasional weekends; and overnight travel, which may be on short-notice. Experience in a similar laboratory environment preferred.

APPLICATION PROCESS:

Qualified candidates may apply by mailing a cover letter (include job title and number listed above), detailed resume, salary history, and an e-mail address and daytime telephone number to:

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The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Please note the best qualified candidates will be tested to determine level of skill/knowledge and final candidates will undergo a fingerprint and background check.

The United States Pretrial Services Office is an Equal Opportunity Employer