



U.S. PROBATION OFFICE  
DISTRICT OF PUERTO RICO

VACANCY ANNOUNCEMENT NO. 2016-04  
Position Title: PROBATION SERVICES TECHNICIAN (LAB CLERK)

The U.S. District Court Probation Office for the District of Puerto Rico is seeking fully bilingual candidates for Probation Services Technician (Lab Clerk) as follows:

**Annual Salary Range:** CL22/01-22/61 (\$25,841 - \$42,033) (with promotion potential to CL23) subject to qualifications and experience, plus actual Cost of Living Allowance.

**Closing Date:** Open until filled.

**Representative Duties:** The incumbent should:

- ✓ Possess general knowledge of court operations and functions
- ✓ Fluency in English and Spanish languages (written, oral and translation)
- ✓ Knowledge in the use of Windows, WordPerfect (desirable), MS-WORD, and computer literacy
- ✓ Possess excellent organizational skills
- ✓ Exercise mature judgement and confidentiality
- ✓ Possess ability to work under pressure; deadlines, due dates, etc.
- ✓ Possess valid Puerto Rico Driver's License

**Main Duties:** Please refer to the attached job description.

**Requirements:** High School diploma, but preferably an Associate Degree from an accredited college or university is desired. Previous experience in main duties will be an asset.

**Information for Applicants:** This position is subject to mandatory electronic fund transfer participation for payroll deposit. Candidates will be subject to fingerprinting, pre-employment background investigation, and financial/credit record checks. The appointment is provisional based upon a successful background clearance. An interview will be granted to the best qualified candidates. Applicants must be United States citizens. Positions with U.S. Probation Office are designated as workplace drug testing positions and applicants considered for position will be subject to pre-employment drug testing.

**Application Procedure:** Qualified candidates who wish to apply, must submit a cover letter and résumé detailing your education and work experience to:

Mrs. Evelyn Cruz-Rivera  
Personnel Technician

[evelyn\\_cruz@prp.uscourts.gov](mailto:evelyn_cruz@prp.uscourts.gov)

**\*\*PHONE CALLS WILL NOT BE ACCEPTED\*\***

**ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED**

**THE US PROBATION OFFICE RESERVES THE RIGHT TO AMEND THE CONDITIONS OF THIS VACANCY ANNOUNCEMENT, OR TO WITHDRAW THE ANNOUNCEMENT AT ANY TIME WITHOUT PRIOR OR WRITTEN NOTICE**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**POSITION DESCRIPTION FOR PROBATION SERVICES TECHNICIAN**  
**LAB CLERK (CL 22)**

**Introduction**

This position is located in the U.S. Probation Office of the District Court. The incumbent collects urine samples from clients, and is responsible for the operation, integrity and efficiency of the office's on-site drug testing laboratory.

**Main Duties:**

Duties and responsibilities are to observe and collect urine samples from federal defendants/offenders, most of whom are males; perform chemical analysis for detection of controlled substances; oversee daily operation of the office laboratory; record test results and notify the Probation Officer of same; perform initial confirmation procedures on positive specimens as required; maintain written chronological records of collection activities; prepare statistical reports monthly, quarterly, and yearly; arrange for scheduling of cases to report for routine drug testing; monitor supplies inventory and advise regarding procurement needs for the drug treatment and electronic monitoring programs; maintain security of the laboratory and maintain contact with each Officer to ensure all clients required to undergo urinalysis are properly scheduled according to policies.

In addition to the abovementioned, the incumbent *may*.

- ✓ Assist in collection of DNA samples, and in any other pertinent duties related to the Urine Sample Collection Program of the U.S. Probation Office.
- ✓ Assist officers in verifying local record dispositions, demographic and personal background information for investigations.
- ✓ Provide support to officers in the bail investigation process with verifications, clarification of criminal record dispositions for the completion of pretrial services reports, in selected cases, as instructed, and when necessary.
- ✓ Provide support in the supervision of defendants on bond when necessary, such as, setting appointments, coordinating community visits, office duty, telephone calls, retrieval of voice mail messages, and receiving and conveying officer-to-defendant messages, as needed.
- ✓ Assist in other support tasks deemed appropriate by management.
- ✓ Other duties as assigned.

**Factor 1, Job Requirements:**

Knowledge, skill, and ability in the use of standard office equipment and personal computers and software applications to prepare documents and to record electronically urine collection data. Functional knowledge of operations of the court unit. General knowledge of office procedures, practices, processes, and mission. Ability to communicate effectively in writing and orally, both English and Spanish. Ability to give and receive accurate and timely information from individuals within and outside the Court. Skill to deal with a wide variety of people in different circumstances, both inside and outside of the Court.

**Factor 2, Scope and Effect of Work:**

The impact of the incumbent's work is with the office. The incumbent assists officers with the drug testing program activities and helps in maintaining the official written record of the case supervision and investigative activities. The incumbent's support impacts the probation officer's ability to monitor the defendant's compliance with conditions.

**Factor 3, Complexity:**

Support in compiling drug testing data for statistical purposes as well as in other areas of the office operations are demanding aspects of the job. The incumbent must conduct analysis of tests, utilizing sophisticated laboratory equipment, interpret and summarize the results of the analysis on a variety of documents and make timely and accurate entries in the data base. Incumbent may be required to provide testimony in Court. Urine and DNA blood sample collection require taking precautions to avoid health hazards.

**Factor 4, Work Parameters:**

Rules, procedures and processes are well established, repetitive, and supervisors are readily available to provide assistance. Incumbent has some discretion to organize daily work, make contact and provide information.

**Factor 5, Personal Interactions:**

Incumbent has daily contacts with defendants/offenders who may have known violent background, probation officers and their supervisors for the purpose of identifying and correcting problems, discussion of issues and relaying the results of individual specimen tests; personnel within the unit; other court units, and outside agencies to receive and transmit information. The incumbent may also have contact with judges and attorneys in the course of giving testimony.

**Factor 6, Environmental Demands:**

Work is performed in an office/laboratory setting. Work requires occasional travel and contact with persons with known violent background. Urine collection procedures require taking precautions to avoid health hazards. Moderate lifting is required when receiving supplies inventory for storage.

**CANDIDATES WILL BE SUBJECT TO A DRUG SCREENING TEST**