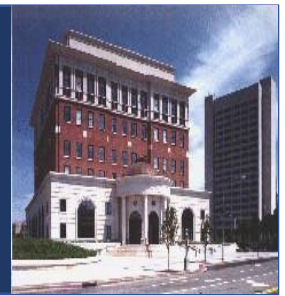




UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK PROBATION OFFICE



Position: Laboratory Technician

Vacancy No. 2025-08

Location: 500 Pearl Street, New York, New York

Type of Appointment: Full-time / Permanent

Number of Positions: One

Area of Consideration: Open to all sources.

Class Level: CL- 24 - CL - 25

Salary Range: \$52,158 - \$93,620

(Depending on qualifications)

Opening Date: 11/20/2025

Closing Date: Open until filled with preference
set for 12/04/2025

Our Mission:

We assist the Court in the fair administration of justice by preparing presentence reports with objective, verified information and unbiased sentencing recommendations.

We protect the community by promoting accountability for justice-involved individuals.

We create meaningful opportunities for positive change in the lives of individuals under our supervision.

POSITION OVERVIEW: The United States Probation Office and Pretrial Services Office for the Southern District of New York is accepting applications for a Shared Services Laboratory Technician in our New York City Office. The Lab Tech is responsible for assisting with the operation, integrity, and efficiency of both office's on-site substance abuse testing program. The incumbent will collect urinalysis samples from defendants and individuals under supervision. Maintains a log of defendants and supervisees and the chain of custody of any testing materials. The incumbent will maintain paper and computerized records of test results while working closely with U.S. Probation and Pretrial Services Officers providing said results. The incumbent may be called upon to appear in court to testify against supervisees who fail to comply with their supervision.

DUTIES AND RESPONSIBILITIES:

- Conduct observed urine specimen collection from individuals (of the same gender) under supervision and perform chemical analysis for detection of controlled substances.
- Follow all established and relevant security, safety, and storage protocols.
- Assist with the maintenance and calibration of the district's urinalysis equipment and perform regular maintenance procedures on software.
- Distribute test results to appropriate staff daily
- Assist with the random drug testing program
- Perform initial confirmation procedures and send positive specimens to national contract laboratory for confirmation as required.
- Coordinate transfer of specimens through the Chain of Custody procedure and provide confirmation results to appropriate staff.
- Maintain accurate records regarding test results and Chain of Custody procedures.
- Prepare statistical reports on urinalysis program including demographics on client population.

Our Vision:

We are most successful when we work together as one unified organization. We serve specific roles in presentence investigations, post-conviction supervision or administration, but we are each instrumental to organizational success.

We achieve excellence when all employees are engaged and work toward clear and common goals. We commit to a fully inclusive, diverse, and compassionate work environment. We aspire to a culture of commitment, respect and comradery that values the contributions of each staff member.

Leadership decisions are mission driven, human centered and values based.

We strive to conduct presentence investigations that result in fair sentences for all defendants appearing before our Court. We seek out and verify all information necessary to determine an appropriate sentence. Our sentencing recommendations are thoughtful, unbiased, and consequential to the fair administration of justice.

We champion positive change in the lives of individuals under our supervision through respectful engagement, active observation, and individualized services. We influence our client population through our presence, problem-solving and support, community partnerships, and accountability interventions when necessary. Our interventions are fair, objective and evidence based.

DUTIES AND RESPONSIBILITIES (CONTINUED):

- Conduct training with drug aftercare vendors and officer staff on proper Chain of Custody procedures and drug use identification.
- Assist officers with questions regarding drug use, including but not limited to: cross-reactivity, abnormal results, new use versus residual elimination, and drug elimination time.
- Keep current on technological developments in the drug testing process.
- Assist with laboratory and testing supplies procurement.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

Minimum requirements include high school diploma or equivalent and one year of specialized experience. Applicants must be able to multitask, prioritize, pay exceptional attention to detail, and have organizational skills to ensure that the workflow runs smoothly. Excellent customer service skills are required along with the ability to communicate effectively, both orally and in writing.

SPECIALIZED EXPERIENCE: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

PREFERRED QUALIFICATIONS:

- College graduate.
- Previous laboratory experience.
- Highly conscientious.
- Exceptional interpersonal and organizational skills.
- Ability to pay close attention to details and work well with others.
- Ability to work within precise time frames and deadlines.

BENEFITS:

- Paid Annual & Sick Leave
- Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Pre-tax benefit programs

Our Values:

Respect. All people are entitled to dignity. We treat each other, our client population and community stakeholders with courtesy. We believe that respectful engagement is essential to achieving our mission.

Integrity. We are honest and fair. We prioritize duty. We meet our obligations with grace and professionalism. We hold ourselves accountable for always doing the right thing.

Service. We are passionate in our mission. We show empathy to our colleagues, clients, and stakeholders. We persevere through challenges and are determined to contribute to positive changes in the community and the lives of justice-involved individuals.

Visit our website:



CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:

- (1) U.S. citizen,
- (2) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so.

Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees.

All employees are required to adhere to the Code of Conduct for Judicial Employees available for public review on the USCourts.gov website.

<https://www.uscourts.gov/rules-policies/judiciary-policies>.

All applicants considered for the position will be required to undergo a thorough background investigation, which includes an FBI fingerprint check, and subsequent re-investigations, as the position involves handling of confidential and highly sensitive information. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

Some travel may be required for this position.

APPLICATION PROCEDURE:

To be considered for this position, please submit one PDF document that includes: a resume, cover letter, and an Application for Federal Employment (AO78). The Application for Federal Employment (AO78) can be downloaded from: https://www.uscourts.gov/sites/default/files/ao_078-08-2024_1.pdf. Your cover letter must indicate the position for which you are applying, including the vacancy number, describe your interest in the position, and should be no more than two pages.

Only applications submitted via email will be accepted. Please include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for testing will be contacted. Please submit your application to:

Careers@nysd.uscourts.gov

EQUAL OPPORTUNITY EMPLOYER
