



Ron Travers
Chief U.S. Probation Officer

MISSION

We provide the highest level of service to the Court, community, defendants and persons under supervision, our stakeholders, and to each other.

VISION

Efficient - Effective - Excellent



U. S. PROBATION AND PRETRIAL SERVICES DISTRICT OF NEW MEXICO

DRUG TESTING TECHNICIAN VACANCY # 24-04

The United States Probation and Pretrial Services Office for the District of New Mexico is committed to the fair administration of justice, transforming the lives of those we serve, and strengthening our communities. Our office serves diverse communities and is a strong supporter of inclusion and staff diversity.

POSITION: Drug Testing Technician-Temporary Part-Time

LOCATION: Albuquerque, New Mexico

CLASSIFICATION: CL 22

SALARY RANGE: \$15.00 - \$17.00/hour DOE

OPENING DATE: 04/23/2024

CLOSING DATE: Open Until Filled

POSITION OVERVIEW:

The Drug Testing Technician is a temporary 6-month, part-time (20 hours/week) position that will be evaluated for extension every six months dependent on budgetary and workload needs. Because this is a temporary, part-time position, it is not accompanied by a benefits package.

REPRESENTATIVE DUTIES:

- Reception duties.
- Email/fax officers and collection sites of No Test notifications.
- Transport courthouse Urinalysis (UA) samples and supplies to the Drug Lab.
- Prepare and ship UA collection supplies to vendors.
- Scan and file monthly paperwork.
- Receive UA samples and prepare for testing.
- Data entry and document management.
- Prepare specimen ID labels.
- Perform other duties as assigned.

QUALIFICATIONS:

High School diploma or equivalent plus one-year general work experience demonstrating the ability to perform the duties of a Drug Analysis Technician in a clinical laboratory setting.

Education above the high school level may be substituted for required general experience based on one academic year (30 semester or 45 quarter hours) equals one year of general experience.

BENEFITS:

- Paid Annual Leave-Prorated
- Paid Sick Leave-Prorated
- Paid Federal Holidays
- Mandatory electronic deposit of salary payment

HOW TO APPLY:

To be considered for this position, qualified applicants must submit a complete application packet which includes:

- Letter of Interest
- Resume
- Copy of *official* college transcripts
- AO 78, Application for Federal Judicial Branch Employment found at:

<https://www.nmpp.uscourts.gov/career-opportunities>

Any incomplete packet will result in disqualification. All application packets must be emailed in ONE PDF document only and sent to: uspojjobs@nmp.uscourts.gov

Ron Travers

Chief U.S. Probation Officer
333 Lomas Blvd. NW, Suite 170
Albuquerque, New Mexico 87102
Attn: Lisa A. Errico
Human Resources Supervisor

INFORMATION FOR APPLICANTS:

- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, either of which may occur without any prior written notice.
- This job announcement may involve filling more than one position described herein.
- If a subsequent vacancy of the same position becomes available within 90-days of the vacancy close date or date filled (whichever is the most recent), the Chief United States Probation Officer has the discretion to select a candidate from the original qualified applicant pool.
- This position may also be assigned to a different unit other than the one posted, dependent upon the needs of the District.
- Travel and relocation expenses will not be paid.

**The U. S. Probation and Pretrial Services Office for the District of New Mexico
is an Equal Opportunity Employer.**