

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA
UNITED STATES PROBATION OFFICE**

MARY ANNE VOGEL
CHIEF U.S. PROBATION OFFICER
401 Courthouse Square, Third Floor
Alexandria, VA 22314-5797
(703) 299-2300

**POSITION VACANCY
ANNOUNCEMENT #11-P008A**

REPLY TO:
Third Floor
U.S. District Courthouse
401 Courthouse Square
Alexandria, Virginia 22314
(703) 299-2300

POSITION: Laboratory Technician
DUTY STATION: Alexandria, Virginia
CLASSIFICATION: CL 25
SALARY RANGE: \$41,285 (CL 25, Step 1) to
\$67,147 (CL 25, Step 61)
OPENING DATE: September 9, 2011
CLOSING DATE: September 30, 2011
AREA OF CONSIDERATION: All Sources
STATUS: Permanent full-time position

The Laboratory Technician for the Alexandria Division, Eastern District of Virginia, is responsible for the operation, integrity and efficiency of the Probation Office's on-site substance abuse testing program. The incumbent also performs chemical analysis for other districts and reports to a Supervisory Probation Officer.

Qualifications: To qualify for the position of Laboratory Technician, the applicant must be a U.S. Citizen, a high school graduate (or equivalent), have two years of general experience, and computer literate. Two years of laboratory experience is preferred. Must have a valid driver's license for operating a government vehicle and must be able to stand for prolonged periods

Requirements: The incumbent must be able to organize and prepare urine specimens for testing; use, calibrate and troubleshoot laboratory equipment, respond to inquiries regarding test status; enter information into a database; communicate effectively; and ensure the accuracy and integrity of the urinalysis program.

Benefits May Include: A minimum of 10 paid holidays per year; paid annual leave in the amount of 13 days per year for the

first 3 years of service, 20 days per year after 3 years of service, and 26 days per year after 15 years of service; paid sick leave in the amount of 13 days per year; and, optional participation in the Thrift Savings Plan, Federal Employees' Health Benefits, Group Life Insurance, Flexible Benefits, Commuter Benefit, and Long Term Care Programs.

Conditions of Employment:

- Applicants must be citizens of the United States and have no criminal record.
- Candidates selected for interviews will be subject to proficiency testing.
- Final candidates will undergo a background investigation with law enforcement agencies, as well as a check of financial and credit records.
- Employees are subject to reinvestigation every 5 years.
- Employees of the U.S. Probation Office are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants for review upon request.
- Mandatory Direct Deposit participation for payment of salary.
- Employees of the U.S. Probation Office are covered by the Court Personnel System and are Excepted Service appointments.

Application Process:

Please forward your resume to:

U.S. Probation (HR #11-P008A)
401 Courthouse Square
Alexandria, Virginia 22314-5797

Please note that the U.S. Probation Office will not pay for any relocation or interview expenses.

THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER