



UNITED STATES PROBATION EASTERN DISTRICT OF NEW YORK

Position Announcement #: NYEP 25-15

Position Title: Drug Analysis Technician

Location: Brooklyn, New York

Grade/Salary: CL 24 (\$52,158 – 84,769)
Salary based on experience or at agency promotional percentage.

Opening Date: September 8, 2025

Closing Date: Open until filled with preference given to applications received by September 24, 2025

POSITION OVERVIEW:

New York Eastern Probation is accepting applications for the position of Drug Analysis Technician. The Drug Analysis Technician provides technical and administrative support to probation offices and is responsible for the onsite collection of urine specimens from persons under supervision in the Brooklyn office.

DUTIES AND RESPONSIBILITIES:

- Conduct and observe urine specimen process with persons under supervision of the same gender. Maintain appropriate records. Perform these duties while observing necessary safety precautions.
- Certify the validity of urine test results by signing the Collection and Testing Certification on the Chain of Custody Form.
- Enter testing data in the appropriate database daily.
- Collect data and complete forms in support of the drug testing program, including reporting lab results, sending out samples, and retrieving results from the website.
- Collect and distribute test results to appropriate staff. Provide prescription reporting, phase reporting, and code-a-phone messages. Provide information and guidance to officers upon request about test results and drug interactions
- Maintain agency drug testing equipment, including monthly calibration of lab refractometers.
- Responsible for researching abnormal drug results to determine type of drug used.
- Monitor the inventory of testing supplies and order supplies as needed.
Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

To qualify for this position, you must be a high school graduate or equivalent and possess at least one year of specialized experience equivalent to work at a CL 23 level.

Specialized experience includes 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. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

The successful candidate will be organized, can follow detailed instructions, and have the ability to work under deadlines. They will also have the ability to interact and communicate effectively with people of diverse backgrounds. The successful candidate will also have skill in using automated systems and the ability to enter data accurately and will have experience in word processing, email and knowledge in using standard office equipment and telephones.

BENEFITS:

Judiciary employees serve under “Excepted Appointment” and are considered “at will” employees. Federal Government Civil Service classifications or regulations do not apply. Judicial employees are entitled to the same benefits as other Federal Government employees, which include but are not limited to:

- Paid Annual Leave
- Paid Sick Leave
- 11 Paid Holidays
- Health Insurance
- Dental and Vision Insurance
- Life Insurance
- Retirement Benefits
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Pre-Tax Benefit Programs

CONDITIONS OF EMPLOYMENT

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

HOW TO APPLY:

Applicants must submit a complete application packet to include all the required documents listed below in **one PDF** document:

- Letter of interest, which indicates your knowledge, skills, and experience as they relate to this position (Include vacancy announcement number)
- Resume
- Completed [Federal Judiciary Branch Application for Employment – AO78](#)

Qualified applicants should upload their documents using our HR Employment Application System located at:

[HR Employment Application System](#)

**All Submissions must be received by 5:00 p.m. on the closing date.
Incomplete applications will not be considered.**

Due to the volume of applications received, the United States Probation Department will only communicate with those individuals who will be selected for the interview.

The United States Probation Department, Eastern District of New York is not authorized to reimburse candidates for interview or relocation expenses.

The Department reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the preference date, any of which may occur without prior written or other notice.

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