



**NOTICE OF TEMPORARY POSITION VACANCY**

**UNITED STATES PRETRIAL SERVICES OFFICE  
UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ILLINOIS**

**POSITION TITLE:** Student Intern, Laboratory Technician

**DUTY STATION:** Chicago, Illinois

**COMPENSATION:** Grade: CL 22  
Salary Range: \$23,620 to \$38,415

**CLOSING DATE:** Open until filled

**POSITION OVERVIEW:**

The U.S. Pretrial Services Office for the Northern District of Illinois is currently accepting applications for the temporary position of Student Intern - Laboratory Technician. Appointment will be limited to a tour of duty commencing March 21, 2005 and not to exceed June 30, 2005. The Student Intern provides technical support to the Pretrial Services Officers in the area of drug testing by performing duties typical of a laboratory technician. These duties will be performed according to established policy and procedure under the guidance and direction of a supervisor. The incumbent is responsible for the operation, integrity and efficiency of the office's on-site substance abuse testing program, laboratory and the maintenance of related records.

**REPRESENTATIVE DUTIES:**

- Responsible for the maintenance of the office's urinalysis equipment, including oversight of supplies, the calibration of testing equipment, and technical assistance on matters relating to testing procedures and monthly maintenance on EMIT machine.
- Performs chemical analysis for detection of controlled substances and oversees the daily operation of the office laboratory providing test results to Pretrial Services Officers and Contractors.
- Performs initial confirmation procedures on positive specimens as required. Sends positive specimens to national contract laboratory for confirmation, as instructed.
- Enters and manages data on computer program systems for purposes of updating result information, insuring chain of custody requirements, and extracting customized reports.

- Insures daily receipt of all acquired specimens from treatment facilities.
- Prepares statistical reports on urinalysis program including demographics on client population.
- Assists in maintaining the security of the urinalysis laboratory.
- Assists in maintaining logs of all urine specimens received in the lab for testing and proper storage of all Chain of Custody forms.

**TRAINING:**

On the job training will be provided in order to learn how to use various types of drug testing equipment (test cup, hand-held devices, EMIT, etc.) During the training process, the incumbent will develop thorough knowledge of drug testing procedures including, documentation of specimen results, safety precautions, and quality control. After the training period, certification will be required as established by the Administrative Office and equipment manufacturers.

**MINIMUM QUALIFICATIONS REQUIRED:**

To qualify for the position at a CL 22 starting salary, the applicant must have a high school diploma or equivalent; data entry experience including the use of personal computers and the ability to type reports and other work assignments.

**Other qualifications:**

- (1) Laboratory experience is desirable, but not required
- (2) Unquestioned integrity and exemplary character
- (3) Ability to maintain confidentiality

**NOTICE TO APPLICANTS**

Pretrial Services requires employees to adhere to a Code of Conduct which is available upon request. The applicant will be subject to a background criminal history check before an employment offer is made. All new employees are subject to a one year probationary period from the date of hire. Direct deposit is required for payment of compensation for employees. The courthouse is a smoke-free environment.

**BENEFITS:**

This position is temporary and therefore not entitled to benefits normally available to employees in a full time position. Employees of the United States Pretrial Services Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and in this temporary position the incumbent will be entitled to most of the same benefits as other federal government employees. Applicable benefits are:

- A minimum of 10 paid holidays per year.

(3)

**TO APPLY:** Application must be made on government application Optional Form OF612. You must also complete the addendum, Optional Form OF306. You may request an application in person, by mail or by telephone from the Pretrial Services Office at the address/telephone number below.

U.S. Pretrial Services Office  
219 S. Dearborn Street  
Suite 15100  
Chicago, IL 60604-1706

(312) 408 - 7771 (Job Information Line)

Application forms OF612 and OF306 may also be accessed on line through the GSA Standard and Optional Forms link at [www.FedForms.gov](http://www.FedForms.gov).

Return the completed application to the above address, Attention: Chief Pretrial Services Officer. Applicants called for an interview will be given a written assessment exercise.

**THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER**