

UNITED STATES DISTRICT COURT

Western District of North Carolina

United States Probation Office

Job Announcement Number: 26-15

Position Title: DRUG ANALYSIS TECHNICIAN

Type of Appointment: Full-Time (One Position)

Starting Salary: CL 23: \$41,245 - \$67,094
CL 24: \$45,697- \$74,274

Grade Level: CL 23-24

Position Location: Charlotte, NC

Open Date: September 28, 2026

Closing Date: October 16, 2026

The Drug Analysis Technician provides laboratory assistance in accordance with approved internal procedures and policies. The incumbent is responsible for the operation, integrity, and efficiency of the district's on-site substance abuse testing program. The employee performs these duties under the guidance of laboratory operations supervisor.

REPRESENTATIVE DUTIES

- Maintain the urinalysis program, including supplies, testing equipment, testing schedules, and laboratory organization.
- Perform chemical analysis for the detection of controlled substances and oversee the daily operation of the district's laboratory. Perform these duties while observing necessary safety precautions and by using appropriate protective equipment such as gloves, safety glasses, lab coats/smocks, etc.
- Verify chain of custody procedures were followed for each collection and report procedural lapses to supervisors and/or the Treatment Services Team.
- Enter testing data in the appropriate database on a daily basis.
- Perform initial and follow-up screening procedures on positive specimens as required. Record analysis results and notify officer and appropriate supervisor.
- Send positive specimens to the national contract laboratory for confirmation when situation requires. Coordinate transfer of specimens through chain of custody procedure and provide confirmation to officer.
- Maintain appropriate records and enter data in the probation case management system (PACTS)
- Collect data and complete forms in support of the drug testing program, including reporting lab results, documenting incoming samples, sending out samples, and retrieving results from the website. Record information for reports and investigations related to drug testing and quality control procedures.

- Explain the immunoassay principle and the technical details of analysis. Provide district staff with technical guidance on admissions, prescriptions, and new use interpretations as they relate to drug test results. In addition, provide training on proper collection methods and chain of custody issues.
- Assist the Treatment Services Team and Procurement by verifying and uploading billing documents related to treatment providers.
- Testify in court, as required, regarding testing procedures and validity.
- Responsible for maintaining the security of the district's urinalysis laboratory.
- Perform other duties as assigned.

QUALIFICATIONS

Completion of a college degree from an accredited college is required. The incumbent must be responsible, tactful, and possess the ability to work harmoniously with others in a team-oriented work environment. The incumbent must possess the ability to troubleshoot mechanical tools used for drug analysis, the ability to deal with multiple demands in a fast-paced environment, excellent multi-tasking and organizational skills, and excellent writing and verbal communication skills. The incumbent must follow district policy regarding dress code. Applicant must be a citizen of the United States or eligible to work in the United States.

BENEFITS

Employees of the United States Probation Office are EXCEPTED appointments. Federal government civil service classifications or regulations do not apply. Judicial employees are entitled to the same benefits as other federal government employees such as:

- Employees accrue annual leave as follows:
 - Years 1-3: 4 hours of leave per pay period
 - Years 4-15: 6 hours of leave per pay period
 - Years 16 and beyond: 8 hours of leave per pay period
- Sick leave is accrued at 4 hours of leave per pay period (13 days annually)
- Eleven paid national holidays per year
- Participation in the Federal Employees Health Insurance Program on a pre-tax deduction basis
- Participation in a Group Life Insurance Program
- Participation in a Long-Term Disability Program
- Participation in Dental and Vision insurance on a pre-tax deduction
- Participation in the Federal Employees Retirement System (mandatory contribution of 4.4% of after-tax earnings)
- Participation in the Thrift Savings Plan with a government match up to 5%
- Participation in Long Term Care Insurance
- Participation in Pre-Tax Flexible Spending Accounts.

BACKGROUND INVESTIGATION

Final applicant for this position is subject to a full National Crime Information Center (NCIC) background records check, fingerprint submission, credit bureau check and submission of certified academic transcript. Offer of employment is contingent upon favorable completion of these checks.

HOW TO APPLY

Applicants must submit the following in a single PDF document:

- Cover letter and resume
- Completed AO-78, Application for Judicial Branch Federal Employment
 - Located at www.ncwp.uscourts.gov under All Employment Opportunities Link
- Copy of academic transcript
- Narrative addressing the Quality Ranking Factor

QUALITY RANKING FACTOR

1. Describe what qualifications and abilities you bring as a candidate for the Drug Technician position that will assist you in being successful in the Western District of North Carolina.

Complete applications must be submitted via e-mail to hr@ncwp.uscourts.gov. Applications received by close of business on Friday, October 16, 2026 at 5:00 p.m. will receive preference. All application materials must be sent as a single PDF document. The application form AO-78 is available at www.ncwp.uscourts.gov. Please reference Job Announcement JA 26-15.

INFORMATION FOR APPLICANTS

Electronic Fund Transfer (EFT) for payroll deposit is required. Applicants must be U.S. citizens or eligible to work in the United States. The court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the selected candidate. Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited for an interview. Only those interviewed will receive notification when the vacancy is filled.

The United States Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. More than one position may be filled from this posting. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Chief United States Probation Officer may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

The Western District of North Carolina is an Equal Employment Opportunity Employer and strives to build and maintain a diverse and inclusive workforce.