

UNITED STATES DISTRICT COURT  
DISTRICT OF NEW MEXICO



Position: Pretrial Services Student - Drug Laboratory  
Vacancy #: 05-01  
Classification Level: CL 22/1  
Position Type: Part-Time (20 hours per week) Temporary  
NTE 9/30/2005  
Closing Date: Close of Business October 15, 2004  
Location: Albuquerque Office

*The Pretrial Services Agency has an opening for one Pretrial Services Student for the Drug Laboratory. The student will be under the direction of the Drug Analysis Specialist. Representative Duties include, but are not limited to:*

- \$ Unloading and inspecting urine specimens for processing.
- \$ Ordering tests utilizing Windows Wintox5 software.
- \$ Assisting Drug Analysis Specialist in testing procedures and daily operation of lab.
- \$ Preparing urine collection supplies for delivery to contract service providers.

**Qualification Standards:**

**Mandatory Requirements:**

- \$ Must presently be participating in a baccalaureate (at the ~~A~~Junior@level) or graduate program
- \$ Must be a legal resident of the United States
- \$ Must not use illegal drugs or abuse alcohol
- \$ Applicant must undergo a criminal history check and be approved by the Chief U.S. Pretrial Services Officer

**Application Procedures:**

Interested and qualified applicants should indicate in writing to the Chief U.S. Pretrial Services Officer, c/o Jill Stearns, no later than close of business on October 15, 2004.

**Applicants must submit an application (AO 78 -**

[http://jnet.ao.dcn/Human\\_Resources/Forms/AO\\_Forms/AO\\_78.html](http://jnet.ao.dcn/Human_Resources/Forms/AO_Forms/AO_78.html) ), letter of interest, resume and supplemental statement addressing the following Knowledge, Skills and Abilities (KSAs):

- (1) Knowledge of laboratory procedures and principles with techniques in handling bio-hazardous substances and chemicals.
- (2) Skills with laboratory instrumentation and Microsoft Windows based programs.
- (3) Ability to complete tasks in a timely and accurate manner, as well as the ability to carry out tasks according to implicit and explicit policies.

**Please ensure that your supplemental statement addresses each KSA as a separate entry, as indicated above. Failure to submit the entire packet will result in disqualification.**

**The United States District Court is an Equal Opportunity Employer**