

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Drug Testing Technician
DEPARTMENT: Circuit Court
DIVISION: Probation/Community Corrections
WORK SCHEDULE: As assigned
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: June 2021

STATUS: Part-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would cause an undue hardship.

Incumbent serves as Drug Testing Technician for the Probation/Community Corrections divisions of the Circuit Court, responsible for monitoring collection of drug test specimens and program participants, and completing relevant documents.

DUTIES:

Ensures accurate collection of drug test specimens, including accompanying program participants to drug testing location, observing participants during collection to ensure specimen is not altered or falsified and that proper chain of custody is maintained, prepares chain of custody and any related documents, and prepares specimen for shipment to testing laboratory. Reports any notable information to appropriate supervisor.

Assists with routine maintenance of drug testing documents and equipment, including cleaning materials, maintaining supplies inventory, and assisting with ordering supplies.

Administers breath analyzer tests.

Testifies in court or legal proceedings, as needed.

Maintains current knowledge through participation in professional development opportunities, and adheres to Community Corrections, Court Service, and Probation Department's evidence-based policies and procedures.

Attends training sessions as needed, and performs ongoing assessment of methods to improve service delivery.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be 21 years of age.

Possession of or ability to obtain required training and/or minimum State qualifications to collect specimens/perform drug tests.

Ability to meet all Departmental and employer hiring and retention requirements including passage of drug test and background check.

Working knowledge of Department bloodborne pathogen exposure reporting procedures, and ability to protect oneself from contracting infectious diseases by avoiding high risk environments and by having knowledge of and utilizing universal health precautions.

Working knowledge of standard office procedures, basic computer skills including word processing/spreadsheet/email, and Department-specific software/applications such as case management systems.

Working knowledge of basic filing systems and ability to create and maintain accurate, current, and complete department files and records.

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete documents, correspondence, and reports within established deadlines.

Ability to act responsibly, follow professional code of conduct, and maintains positive working relationships with persons, agencies, and other units of the criminal justice system.

Ability to use standard department equipment including computer, calculator, fax machine, copier, telephone, and drug testing equipment, and to drive a vehicle.

Ability to comply with all Departmental hiring, promotion, and retention requirements, including but not limited to attendance, safety, drug-free workplace, personal conduct, and not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to provide public access to or maintain confidentiality of department information/records according to State requirements.

Ability to communicate effectively both in writing and orally with co-workers, other departments, court personnel, attorneys, State and local agencies/departments, treatment professionals, other community services, program participants, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional

encounters with irate/hostile persons.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to count, perform simple arithmetic operations, and assist in statistical reporting and outcomes measurement.

Ability to testify in legal proceedings/court as required.

Ability to regularly work extended/evening/weekend hours.

Possession of valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent's assignments are set jointly by immediate supervisor following standard operating procedures or policy and procedural manual. Assignments are performed according to specific detailed instructions for easily learned non-specialized or repetitive duties. Errors in work are usually prevented through procedural safeguards and prior instructions from supervisor.

Undetected work errors could result in work delays in other departments/agencies, loss of time to correct error, and inconvenience to other agencies/departments.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other departments, court personnel, attorneys, State and local agencies/departments, program participants, and the public, for the purpose of exchanging information.

Incumbent reports to Administrative Assistant or other direct supervisor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, vehicle, jail, and courtroom, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, handling/grasping/fingering objects, close vision, speaking clearly, hearing sounds/communication, and driving. Universal health precautions must be followed at all times, including wearing protective clothing or equipment. Incumbent is exposed to violent/irate individuals and cleaning chemicals.

Incumbent regularly works extended/evening/weekend hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Drug Testing Technician for the Probation/Community Corrections divisions of the Circuit Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print/Type name