

POSITION DESCRIPTION

POSITION: Drug Testing Technician

DEPARTMENT: Drunk Driving & Drug Court Program

WORK SCHEDULE: Varies

JOB CATEGORY: Special Operations (SO)

DATE WRITTEN: January, 2023 STATUS: Part-time

DATE REVISED: FLSA STATUS: Non-Exempt

POSITION SUMMARY

Under the supervision of the Program Director/Supervisor and/or Administrative Assistant, the part-time drug testing technician will accompany clients during the collection of urine for the purposes of the clients being drug tested. The Technician will observe urine screens, fill out all appropriate paperwork, and seal all urine as directed if sample to be sent to the lab. The technician is responsible for adhering to all departmental policies.

KEY RESPONSIBILITIES

Includes, but not limited to the following:

1. PRINCIPLE DUTIES AND RESPONSIBILITIES:
2. Accompanies clients from the waiting room back to the drug testing location.
3. Fills out all paperwork and tracking logs associated with the client's drug test.
4. Ensures that clients do not take anything into the drug testing room with them.
5. Observes the client during drug screens to ensure the purity of the sample.
6. Reports any notable information to the appropriate party.
7. Prepares logs and boxes for the purposes of shipping urine samples effectively.
8. Maintains inventory and assists with supply orders.
9. Maintains positive working relationships with persons, agencies, and other units of the criminal justice system who come into contact with the Court Services organization.
10. Assists with routine maintenance of drug testing paperwork and equipment as well as cleanup.
11. Courtroom testimony if called upon.
12. Assesses on a continuous basis methods to improve service delivery
13. Adheres to Drunk Driving & Drug Court policies and procedures.
14. Any other duties as assigned by the Director.

ADDITIONAL DUTIES

1. Uses effective communication skills while working with all department staff. Uses communication technology efficiently.
2. Acts responsibly and follows professional code of conduct as set forth by senior personnel.
3. Multitasks while maintaining attention to detail. Work in a highly organized and efficient manner.
4. High level of reliability, dedication, and initiative.
5. Personal affinity towards the belief that substance use addictions can be treated.

MINIMAL REQUIREMENTS

The Drug Testing Technician, at a minimum, will have successfully completed the requirements of a high school diploma. The ideal candidate will be able to successfully pass a background check.

OTHER REQUIREMENTS

All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. The job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Additional Information

WORK ENVIRONMENT

The Drug Testing Technician may be required to work day, evening, or night shifts including weekends. While performing the duties of this job, the employee may be required to stand or sit for long periods of times. The collector will be required to travel between business locations using a County-owned vehicle.

All information must remain confidential.

APPLICATION/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Drug Testing Technician for the Drunk Driving & Drug Court Program 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.