

BINGHAM COUNTY
DEPARTMENT of HUMAN RESOURCES
 501 North Maple #202
 Blackfoot, ID 83221

David Lane, Director
 Laraine Pope, Technician

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April 19th, 2017

BINGHAM COUNTY, IDAHO

Position: Part-time Drug Testing/Probation Technician (Male)
Salary: \$13.62/hr
Closing Date: Open Until Filled.

Purpose of Class/Primary Function

The principal function of an employee in this class is to perform a variety of work in drug testing operations, clerical support duties, as needed, and with office functions, documentation, reports, information, communications, collection of samples and testifying in court. The usual hours of work will be from 6:00 – 7:30 a.m. on the days you are scheduled.

Minimum Requirements

Must have a high school diploma or GED certificate
Must have a valid Idaho Driver's License and be insurable
Must be able to pass a background check
Must have two years experience in a related field of office work or drug testing work

Employment Requirements for a Drug Testing/Probation Technician

Must be able to perform confidential and clerical duties
Must be able to be trained in operation of drug screening equipment
Must be responsible for maintaining accurate "chain of custody" procedures during testing process
Must be able to maintain security for evidence and test results
Must be able to maintain appropriate sanitation/cleanliness of testing area
Must be able to follow appropriate EPA approved requirements for the disposal of urine samples
Must be able to follow appropriate procedures for storing "positive" urine samples; Follow appropriate procedures for sending samples to the designated outside lab for GC/MS confirmation
Must be able to provide various forms and documents as needed
Must be able to transcribe, type/word process and compose letters and memos
Must be able to maintain duty-related, confidential communications
Must be able to gather statistical information and compile reports
Must be able to perform random drug or alcohol testing on individual clients
Must have the ability to obtain the collection of breath, urine or saliva samples
Must be able to transport, pick up and drop off samples for testing or sending off
Must be able to use appropriate methods of handling biological substances and ability to handle laboratory conditions
Must perform all work duties and activities as required by the supervisor

Bingham County is an Equal Opportunity Employer

Items that must be attached to your application upon submission:

A copy of your high school diploma, school transcript, or GED Certificate
A copy of your valid Idaho Driver's License
A Résumé

How to Apply

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 110 or you may find the application on our website: www.co.bingham.id.us. When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you chose to mail it, the postmark must be by the closing date of this job posting. You may also fax the paperwork to (208) 782-2681 or email it to: lpope@co.bingham.id.us.

The fourth page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and HR will notarize this page for you.

Your application will not be processed until all of the documents (listed above) are included at the time of submission.