



BINGHAM COUNTY **CLASS SPECIFICATION**

PROBATION / DRUG TESTING TECHNICIAN

Pay Grade: N11

FLSA Designation: Non-Exempt

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.

Supervision Received

The employee in this position works under the general supervision of the Bingham County Probation Director and the Chief Administrators of the Juvenile and Adult Probation Departments.

Supervision Exercised

None

Essential Duties and Responsibilities

- Trained in operation of drug screening equipment;
- Responsible for maintaining accurate "chain of custody" procedures during testing process
- Performs confidential clerical duties;
- Maintain security for evidence and test results;
- Maintain appropriate sanitation/cleanliness of testing area;
- Follow appropriate EPA approved requirements for the disposal of urine samples;
- Follow appropriate procedures for storing "positive" urine samples; Follow appropriate procedures for sending samples to the designated outside lab for GC/MS confirmation;
- Provides various forms and documents as needed;
- Transcribes, types/word processes and composes letters and memos;
- Maintains duty-related, confidential communications;
- Gathers statistical information and compiles reports;
- Performs random drug or alcohol testing on individual clients;
- Drug testing methods may involve, but not be limited to, the collection of breath, urine or saliva;
- Transport, pick up and drop off samples for testing or sending off;
- Use of appropriate methods of handling biological substances and ability to handle laboratory conditions; and
- Performs all work duties and activities as required or directed by a supervisor.

Competency Requirements

Knowledge of:

- Methods, techniques, procedures, tools, and objectives of the Bingham County Drug Testing Lab;
- Operation of standard office equipment, a personal computer, and job-related and specialized program applications;
- Effective communication and interpersonal skills;
- Time management and organizational skills;

Acceptable Experience and Training

- High school diploma or GED;
- Two (2) years experience in a related field of office work, drug testing or laboratory work; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

Special Qualifications

- Valid Idaho driver's license;
- Must successfully pass a criminal background check;

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person and on a telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare required reports, administer drug and alcohol tests and operate a motor vehicle;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to prepare written reports, and operate a personal computer;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to operate a personal computer, operate a motor vehicle and perform equipment operations; and
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require the incumbent to lift and/or move up to 50 pounds occasionally, and to stoop, bend, crouch and reach with or without reasonable accommodation.