

KENDALL COUNTY COURT SERVICES – JOB DESCRIPTION

JOB TITLE: Drug Testing Technician- Support (Male) – Part Time (24 hrs per week)

NON-EXEMPT

DEPARTMENT: Court Services

GENERAL SUMMARY:

Under the supervision of the Office Manager, the male part time drug testing technician/support staff is responsible for conducting drug and alcohol testing in a variety of settings such as the office of court services, the courthouse or jail holding cells as needed. Also responsible for proper interpretation, documentation, supply/inventory and court testimony as needed. Additional responsibilities include filing for high volume caseloads, backing up front desk staff for breaks and prepare paperwork for transfer files and case closures. This technician is responsible for adhering to all departmental policies and performing special projects as directed.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Provide professional and courteous service to clients and test subjects while demonstrating cultural sensitivity and inclusion.
2. Accompany test subjects from waiting room to and from testing area.
3. Collects, urine, saliva, breath and sweat samples from individuals according to established protocols to ensure the purity of the sample.
4. Ensures proper identification, interpretation and documentation of sample results in accordance with established protocols.
5. Follows chain of custody procedures to ensure sample integrity.
6. Address and resolve any questions or concerns regarding the testing process.
7. Fills out all paperwork and logs associated with the client's drug test within the department's case management system.
8. Reports any notable information to the probation officer or appropriate party.
9. Prepares logs and boxes for the purposes of the samples being effectively shipped for confirmation testing.
10. Maintains inventory and assists with supply orders.
11. Addresses falsification of tests and notifies appropriate police agencies for filing of charges.
12. Maintains positive working relationships with persons, agencies, and other units of the criminal justice system who have contact with Court Services.
13. Maintains a clean and organized testing environment.
14. Follows all safety protocols to protect both technician and test subject from exposure to hazardous materials.
15. Courtroom testimony if called upon.
16. Conducts support staff duties including filing closed casefiles and paperwork for high volume caseloads, proper identification of files for destruction, covering front desk breaks as needed.
17. Responsible for submitting transfer paperwork for new transfer files.
18. Completes criminal history checks as requested by probation officers or management utilizing NCIC LEADS.
19. Assess on a continuous basis methods to improve service delivery.
20. Attends staff meetings and participates in problem solving both within the support staff unit and within other units to enhance departmental service delivery as needed.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, and requirements. The principle duties and responsibilities enumerated are all essential job functions.

21. Performs special projects and is responsible for successful completion of directives as specified by the Office Manager and/or Director.
22. Adheres to all Supreme Court, 23rd Judicial Circuit Court, Kendall County Court Services and applicable Kendall County policies and procedures.
23. Regular attendance and punctuality are required
24. Submits timely and accurate documented time and attendance records utilizing Kendall County time management system. Submits accurately documented monthly schedule to the Office manager on a timely basis.

EDUCATION AND EXPERIENCE:

1. A minimum of a high school diploma, general education degree (GED), or equivalent is required.
2. A minimum of at least one (1) year of experience in a similar role is preferred, but not required. On the job training will be provided.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Strong attention to detail and accuracy with ability to maintain records.
2. Must be of the male gender in order to provide direct observations of male defendants.
3. Excellent organizational and documentation skills
4. Ability to interact with a diverse group of individuals.
5. Ability to operate and maintain testing equipment
6. Understanding of confidentiality and ethical standards
7. Possess good oral/written communication skills
8. Bi-lingual preferred (Spanish/English)
9. Posses basic computer and data entry skills
10. Ability to transport oneself in order to accomplish job performance requirements as dictated by Court Services Policy and Procedure
11. Possess basic knowledge of the criminal justice system.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

Standing, walking, sitting, climbing stairs, bending/twisting (of the neck, back, or torso in order to reach), lift (machines, materials, etc.), reaching (in order to push, pull, or grasp object), and feeling (using touch, hands to sense the position or quality of objects) and working with the fingers (i.e. to type) are present 75% or more of the time. Stooping, kneeling, and crouching are required approximately 25% of the time.

Running and balancing (maintaining one's balance or staying upright in an unstable position), grappling (fighting or struggling at close quarters), crawling, swimming, climbing, using legs or arms for support (going up and down ladders) are not required. Talking and hearing (perceiving sounds, including the spoken word to assess conditions or become aware of conditions in the environment) are required 75% of the time or more. Far vision (to distinguish objects at 20 feet or further, with glasses if needed), is required about approximately 25% of the time. Near vision (the ability to distinguish objects clearly at 20 inches or less, with glasses if needed) is required about approximately 75% of the time.

Lifting: raising or lowering an object from a level to another weighing approximately 10 pounds or less is required about 50% of the time. Lifting objects weighing 20 pounds or more are required less than 10%.

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Carrying: transporting an object between 10 and 40 pounds are required approximately 25% of the time. Carrying objects in excess of 50 pounds is not required.

Pushing/pulling: exerting force upon an object so it moves away or toward the person exerting force between 10 to 25 pounds as required in unusual or non-routing situations. Pulling or pushing a cart with a load of 100 pounds or dragging an object weighing 60 pounds are not required. Handling objects with the hands to grasp or control is required approximately 25% of the time. Fingering (working with fingers to pick, pinch, press) is required approximately 50% of the time.

WORKING ENVIRONMENT WHILE PERFORMING ESSENTIAL FUNCTIONS:

Over 80% of the work time is spent inside protected from weather conditions. Extreme cold/very cold temperatures are experienced in unusual situations. Work conducted outside where there might be very low temperature or very high temperature, wet or humid conditions are not present. Wet and/or humid, very high moisture conditions are experienced only in unusual situations. Hazards, such as mechanical, electrical, injury from probationers, fast moving vehicles, are present only in unusual situations. Protection from weather conditions of extreme heat, extreme wet, noise vibrations, are not present. Hazards from chemicals, burns, explosives, radiant energy, radiation, heights (above 12 feet), are not present. Atmospheric conditions, such as fumes, odors, dust, poor ventilation, or physical confined worksites, are not present.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Copy Machine, computer terminal, facsimile machine, phone system, instant urine tests, key/lock, refrigerator, surgical gloves, face mask, and obtaining and handling urine in a urinalysis cup.

REPORTING RELATIONSHIPS:

Reports To: Office Manager

Directs Work Of: None

Other:

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon a criminal background check, drug test, and obtaining a tuberculosis-screening test.

All employees, including those with a history of Bacillus of Calmette and Guerin (BCG) vaccination, should received a "Two-Step" Mantoux tuberculin skin test unless a previously positive reaction can be documented. The Two-Step must be performed at the Kendall County Health Department or a personal physician at a nominal cost to the employee. Documentation of the test results must then be provided to Court Services Administration.

Individuals with active pulmonary or laryngeal TB will not return to work until there is definite proof of lack of infectivity in respect to negative cultures and negative sputum smears. Documentation of the test results must then be provided to Court Services Administration.

BLOODBORNE PATHOGEN RISK CODE: Yes

RECEIPT AND APPROVAL

Employee Name (Print)

Employee Signature

Date

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Name (Dept. Hd./Elected)

Title

Date

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