



ADA COUNTY HUMAN RESOURCES

DRUG SCREEN TECHNICIAN – FEMALE

Problem Solving Court – Trial Court Administration

HIRING WAGE: \$11.92/hr

STATUS: Part time with benefits

CLOSING DATE: Until Filled

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY

Conducts supervised and observed urine drug screens. Work is performed under general supervision.

***** This position will conduct observed urine collections screens of female participants. The observer must be of the same gender. Therefore, this current position will be filled by a female applicant. *****

ESSENTIAL FUNCTIONS

- Conducts supervised and observed urine drug screen tests;
- Monitors and detects any potential device or substance used to interfere with the drug test during the collection of the sample;
- Maintains detailed records;
- Prepares and maintains the drug screen lab;
- Sorts, verifies, prepares and packages the collections for daily pick up;
- Maintains and inventories drug screen supplies;
- Performs breath alcohol-sensor tests;
- Completes necessary documents and court affidavits;
- Uses panel dip substance screening devices and interprets results;
- Reports compliance or noncompliance of Drug Court participants to the Drug Court Coordinator;
- Testifies in court regarding client violations and/or observed drug screens;
- Attends training;
- Files and shreds documents.

ADDITIONAL FUNCTIONS

- Performs related functions as required.

JOB REQUIREMENTS

***** This position will conduct observed urine collections screens of female participants. The observer must be of the same gender. Therefore, this current position will be filled by a female applicant. *****

- High School Diploma or equivalent;
- Must be detailed oriented and have the ability to maintain accurate records;
- Knowledge of and ability to apply evidence collection and preservation techniques;
- Knowledge of and ability to apply customer service principles and practices;
- Knowledge of personal computers and word processing;
- Knowledge of English grammar, spelling and punctuation;

- Knowledge of proper telephone and office etiquette;
- Skill in communicating with culturally diverse and manipulative populations;
- Ability to effectively observe and direct clients to assure proper compliance with drug screen collection requirements;
- Ability to maintain strict confidentiality of all department records and information;
- Ability to set boundaries with clients;
- Ability to communicate effectively orally and in writing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing;
- The employee in this class is subject to inside environmental conditions;
- May be required to lift twenty-five (25) pounds.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

** If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

Ada County Human Resources | 200 W. Front Street, 2nd Floor, Boise, ID 83702

Office: 208-287-7123 Fax: 208-287-6999

adacounty.id.gov