



**15th Judicial Circuit
Stephenson County Probation Department
15N Galena Ave, Courthouse Freeport, IL 61032
TX-815-235-8282 FX- 815-235-7068**

POSITION: Drug Testing Technician (Male) – Part time

STARTING SALARY: \$12.00/hour

This is a contractual position paid monthly following the Stephenson County Invoicing process with no benefits associated with this position. The individual assumes responsibility for all appropriate State of Illinois income reporting requirements and liabilities for payment of all appropriate income taxes.

HOURS: varied (up to 10 hours/week during regular office hours M-F 8:30am-12pm & 1:00pm-4:30pm)

REPORTING RELATIONSHIP: Probation Supervisor

QUALIFICATIONS: High School education or equivalent. Basic Typing and computer skills, flexibility, phone and public contact.

EXPERIENCE AND SKILL REQUIREMENTS: In addition to the minim education requirements, the successful applicant will have demonstrated ability in the following: Oral/Written Communication skills, Interpersonal Sensitivity, planning/organizing, problem analysis, judgement and oral fact finding.

ADDITIONAL SKILLS PREFERENCE: Although not required, preference will be given to individuals with prior knowledge of the criminal justice system, evidence handling, law enforcement, urine collection procedures and Spanish speaking.

STARTING DATE: To be determined

APPLICATION DEADLINE: Open until position is filled

APPLICATION PROCESS: Please submit cover letter and resume to:

**Tom Cunningham-Supervisor
Stephenson County Probation
15 N Galena Ave, Courthouse
Freeport, IL 61032
tcunningham@co.stephenson.il.us**

EQUAL OPPORTUNITY EMPLOYER

STEPHENSON COUNTY PROBATION JOB DESCRIPTION

JOB TITLE: Drug Testing Technician (Male) - Part time **DEPARTMENT:** Probation

Non-Exempt

GENERAL SUMMARY:

Under the supervision of the Supervisor, the part time drug testing technician will accompany male clients during the collection of urine for the purposes of the male clients being drug tested. The technician will observe urine screens, fill out all appropriate paperwork, and seal all urine appropriately to be shipped. This technician is responsible for adhering to all departmental policies.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Accompanies male clients from the waiting room back to the drug testing location
2. Fills out all paperwork and logs associated with the clients drug test
3. Ensures the clients remove all outer clothing, purses, back packs, etc prior to testing
4. Observes the client during the drug screens to ensure the purity of the sample
5. Reports and notable information to the probation officer or appropriate party.
6. Assists with entering drug tests results received into the software system
7. Prepares, logs and boxes samples for the purpose of shipping.
8. Maintains inventory and assists with supply orders
9. Adheres to a strict confidentiality protocol to protect client information
10. Maintains positive working relationships with persons, agencies, and other units of the criminal justice system who come into contact with the probation department.
11. Assists with the routine maintenance of drug testing and breathalyzer paperwork and equipment as well as clean up.
12. Courtroom testimony if called upon
13. Assess on a continues basis methods to improve service delivery
14. Performs special projects and responsible for successful completion of directives as specified by the Supervisor and Director
15. Adheres to Stephenson County Probation, Stephenson County and 15th Judicial Circuit Court policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Knowledge, skills and abilities acquired through the completion of a high school degree or equivalent
2. Ability to accurately maintain records
3. Possess good organizational skills
4. Ability to interact with diverse group of individuals coming into contact with the Stephenson County Probation Department
5. Possess good oral/written communication skills
6. Bi-lingual preferred (Spanish/English)
7. Possess basic computer and data entry skills
8. Possess or ability to learn verbal de-escalation techniques

9. Ability to transport oneself in order to accomplish job performance requirements as dictated by Stephenson County Policy and Procedure
10. Ability to work varied schedule
11. Possess 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 objects), and feeling (using touch, hands to sense the position or quality of objects), and working with fingers (ie to type) are present 75% or more of the time. Stooping, kneeling and crouching are required 25% of the time.

Carry: transporting an object between 10 and 40 points 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 no-routine situations. Pulling or pushing a cart with a load of 100 pounds or dragging an object weighing 60 pounds is not required. Handling objects with hands to grasp or control is required approximately 75% of the time. Fingering (working with fingers to pick, pinch press) is required approximately 75 % of the time.

Exposure to bodily fluids: Exposure to human bodily fluids (ie urine) is present 75 % of the time

WORK ENVIRONMENT WHILE PERFORMING ESSENTIAL FUNCTIONS:

100 percent of the work time is spent inside protected from weather conditions. Extreme Cold/Very cold temperature or extreme heat/very hot temperatures are experienced in unusual situations. Hazards, such as mechanical, electrical, injury from probationers, human bodily fluid contact are present only in unusual situations. Hazards from chemicals, burns, explosives, radiant energy, radiation, heights and not present. Atmospheric conditions such as fumes, odors, dust, poor ventilation or physically confined workspace is 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, obtaining and handling urine in urinalysis cup.

REPORTING RELATIONSHIPS:

Reports to: Supervisor

Directs Work Of: none

OTHER

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon the candidate passing a criminal background check. This is a contractual position with the individual being responsible for all applicable state of Illinois income taxes associated with the position.

BLOODBORNE PATHOGEN RISK CODE: Yes