

JOB ANNOUNCEMENT

POSITION: URINALYSIS/COMMUNITY SERVICE TECHNICIAN

PAY: \$10.50/HR PLUS BENEFITS

REPORTS TO: DEPUTY DIRECTOR

CLOSED WHEN FILLED

Primary Tasks: Collect urine samples for testing as per department procedures. Monitor clients performing Community Service hours at the Community Supervision and Corrections Department.

Major Activities:

1. Witness urinalysis test(s) of same gender.
2. Communicate with Lab Technician and Other Staff for instructions.
3. May testify in Court as required to verify and confirm specimen witnessed.
4. Daily call/texts to clients advising of random urinalysis request.
5. Data entry of urinalysis test results and fees.
6. Assign and monitor duties of clients performing community service hours at CSCD.

Requirements:

Must be proficient with a computer. Must have adequate communication skills to perform court related functions. Must possess basic knowledge in landscape/gardening. Must be people oriented. Must be able to meet attendance requirements and work 40 hours per week, without excessive absences.

Must be willing to assume other duties or responsibilities as assigned by the Director or a member of management.