



POTTER, RANDALL & ARMSTRONG COUNTIES COMMUNITY
SUPERVISION AND CORRECTIONS DEPARTMENT

Job Posting

Improving lives for a safer community

Job Title: DRUG TESTING TECHNICIAN (MALE)

FLSA STATUS: NON-EXEMPT

BENEFITS:

- Medical, Dental, Vision, Life Insurance, Dependent Life Insurance, Short Term/Long Term Disability.
- 20 Year Retirement with 210% match with TCDRS and paid retirement medical insurance for life through ERS.
- 2 weeks paid vacation (increases with longevity).
- 13 Paid holidays per year.
- Paid sick days.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Conducts supervised and observed urine and oral fluid collections as requested;
- Monitors and detects any potential device or substance used to interfere with the drug test during collection of the sample;
- Follows standard operating procedures and protocols for conducting test;
- Maintains detailed and accurate logs;
- Sorts, verifies, prepares and packages the collections for daily pick up;
- Logs and schedules daily pick up;
- Acts as liaison between the department and the laboratory;
- Helps maintain and inventories drug testing supplies;
- Conducts drug tests and interprets results;
- Records, disseminates, and documents test results accurately and in a timely manner;
- Reports any notable information to the probation officer or supervisor;
- Builds and maintains positive working relationships with clients, labs, agencies, and other units of the criminal justice system who come into contact with the CSCD department.
- Maintains strict confidentiality of all department records and information;
- Communicates effectively orally and in writing;
- Prepares and maintains drug testing areas;
- Disposes of used drug testing equipment/materials safely;
- Maintains a clean and sanitary work space at all times;
- Attends courtroom testimony as needed;
- Accounts for office equipment and furniture, such as computers, monitors, desks, chairs, bookcases, etc. in assigned area.

SKILLS:

- Bilingual is preferred but not required;
- Attention to detail and accuracy in recording and documenting test results;
- Strong organizational skills;
- Ability to interact professionally with a diverse group of individuals.

ALL CSCD EMPLOYEES:

- Reports for work ready to perform responsibilities.
- Maintains a professional level of confidentiality regarding CSCD matters.
- Supports the CSCD mission and values.
- Upholds and adheres to CSCD safety rules and regulations.
- Performs professional responsibilities as required by CSCD policies, processes and procedures.
- Meets proficiency levels of required technology skills as outlined by the supervisor.
- Incorporates appropriate technology in daily work and exhibits continual growth in technologies as outlined by the supervisor.
- Performs other duties as assigned by Supervisors, Managers and Department Director

QUALIFICATIONS: The Drug Testing Technician must possess a high school diploma. Must have the ability to efficiently utilize word processing software and other specialized software programs necessary for communication, reporting and record keeping requirements of Community Supervision Officers in this Department. The Drug Testing Technician will have good verbal and written skills and must have interpersonal skills necessary to deal with clients, public, co-workers, court personnel and personnel of other agencies and Departments. Must possess a valid Driver's License, current liability coverage, pass a background check and drug test.

STARTING SALARY: \$36,000 annually

APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS HAVE BEEN FILLED

To request application, please contact Betty Martinez, HR Manager, via email: MartinezB@pottercscd.org or call 806-378-3829.

Potter, Randall and Armstrong Counties CSCD, 900 S Polk Street, Suite 900, Amarillo, TX 79101-3412

References and certified college transcripts will be required if selected for an interview.