



Bingham County
Is recruiting for the Position of
DRUG TESTING TECHNICIAN
(Female)

November 14th 2024

Salary: Starts at \$19.51/hour - Hiring Step DOQ/DOE
Part-time – Up to 19 hours/week (but is usually less)– **No Benefits**
Closing Date: Open Until Filled

Pay Grade: N11/6

FLSA Designation: Non-Exempt

The principal function of an employee in this class is to perform a variety of work in drug testing operations, clerical support duties, as needed, and with office functions, documentation, reports, information, communications, collection of samples and testifying in court, for the Probation department and the Pretrial Service. The hours worked are mornings, flexible, as required by the department's needs.

Supervision Received

The employee in this position works under the general supervision of the Bingham County Probation Director and the Chief Administrators of the Juvenile and Adult Probation Departments.

Supervision Exercised

None

Essential Duties and Responsibilities

- Trained in operation of drug screening equipment;
- Responsible for maintaining accurate "chain of custody" procedures during testing process
- Performs confidential clerical duties;
- Maintain security for evidence and test results;
- Maintain appropriate sanitation/cleanliness of testing area;
- Follow appropriate EPA approved requirements for the disposal of urine samples;
- Follow appropriate procedures for storing "positive" urine samples; Follow appropriate procedures for sending samples to the designated outside lab for GC/MS confirmation;
- Provides various forms and documents as needed;
- Maintains duty-related, confidential communications;
- Performs random drug or alcohol testing on individual clients;
- Drug testing methods may involve, but not be limited to, the collection of breath, urine or saliva;

- Use of appropriate methods of handling biological substances and ability to handle laboratory conditions; and
- Performs all work duties and activities as required or directed by a supervisor.

Competency Requirements

Knowledge of:

- Methods, techniques, procedures, tools, and objectives of the Bingham County Drug Testing
- Operation of standard office equipment,
- Effective communication and interpersonal skills;
- Time management and organizational skills;

Acceptable Experience and Training

- High school diploma or GED;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

Special Qualifications

- Valid Idaho driver's license;
- Must successfully pass a criminal background check;
- Must be 18 years of age

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person and on a telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare required reports, administer drug and alcohol tests and operate a motor vehicle;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to prepare written reports, and operate a personal computer;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to operate a personal computer, operate a motor vehicle and perform equipment operations; and
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require the incumbent to lift and/or move up to 50 pounds occasionally, and to stoop, bend, crouch and reach with or without reasonable accommodation.

Items that must be attached to your application upon submission:

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| A Résumé |
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How to Apply

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: www.binghamid.gov.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Laraine Pope in HR will notarize this page for you.

When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day, if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: lpope@binghamid.gov by the closing date and time.