



Pennington County
24/7 Technician
(Non-Exempt B21)

Position Objective:

The 24/7 Technician administers, collects and records drug and alcohol testing to program participants. This includes processing a high volume of participants, interpreting complex court orders and processing monetary transactions in an efficient and accurate manner.

The 24/7 Technician requires both detailed data entry and hands on processing of participants.

This position is staffed seven days a week including holidays.

Essential Functions:

- Conducting breathalyzer tests on participants, interpreting, recording and communicating results.
- Collecting, testing and reporting the results of urinalysis tests. This includes assuring the urine is not altered through a device or other means.
- Providing professional, courteous service to program participants.
- Responding to law enforcement, court, jail and other criminal justice entity inquiries in-person, by phone and email.
- Collecting cash from program participants, recording transaction on participant account and balancing cash drawer at end of shift.
- Entering pertinent condition of release, bond, sentence or other program data and reporting that information to the applicable public safety entity.
- Communicating results of testing to participants to include notifying them they will be placed under arrest.
- Interpreting court orders and determining number of participant violations and corresponding consequence to include number of days participant will serve in jail.
- Interpreting participant enrollment paperwork to include reason for participating in the program, duration and type of testing.
- Communicating under confrontational circumstances with those under the influence facing the consequences of incarceration.
- Attending monthly staff meetings
- Performing other duties as assigned

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- 64 credit hours from an accredited institution in a criminal justice, human services or related field.
- 2 years' experience working in the criminal justice system or equivalent experience processing complex legal documents.
- A combination of experience and education may be accepted.

- Preference for those with money handling experience.
- Valid South Dakota Driver's License
- Able to successfully complete the background investigation and pre-employment drug screen as outlined in Sheriff's Office Global Policy.

Working Environment:

This position is performed indoors, typically at a desk sitting or standing. This position does require the supervision of participants in the restroom for collection of the urine sample.

Physical Requirements:

Regularly required to speak, hear, and talk clearly; stand; walk, use hands to finger, reach, or feel. This position requires use of a computer and data entry.