Pennington County Sheriff’s Office Job Description

Job Title: 24/7 Technician
Division: Law Enforcement
Reports To: Program Coordinator
Grade: 9
FLSA Status: Non-Exempt
Approved Date: 2/28/12

Job Summary
The 24/7 Technician administers, collects and records breathalyzer (PBT) and urinalysis testing to program participants. 24/7 Technicians serve as a liaison to several public service entities and their tracking of participants.

Essential Duties and Responsibilities
- Administering PBT and urinalysis tests to participants
- Data Entry of test results
- Handling and recording monetary transactions
- Reporting and documenting violations
- Communicating with program stakeholders, coworkers and participants
- Attending monthly staff meetings
- Performing other duties as assigned

Minimum Requirements
- High School Diploma or GED
- 1 year money handling experience
- 1 year demonstrated experience in a multi-tasking role

Working Environment
This position is performed in doors, typically at a desk sitting or standing. Will assist participants during collection of urinalysis samples.

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.

Pre-Employment/ Internal Promotional Requirements
Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.

24/7 Tech
Pennington County Sheriff’s Office Job Description