



Class Title: Probation Technician (Male)

Pay Grade: 5

FLSA Designation: Covered

Established: 11-18

Revised:

Class Summary/Primary Function

The principal function of an employee in this class is to provide drug testing services to male clients and provide general monitoring and support to low risk/diversion juvenile clients. Duties include conducting home, work, school and/or community visits, conducting drug tests for male clients, observing urine screening, completing paperwork and providing courtroom testimony when needed. Work is performed under the direct supervision of the Chief Juvenile Probation Officer and general direction is given by County Commissioners and/or the Court Judge. The principal duties of this class are performed in a general office environment with on-call and field work assignments and some exposure to hazardous materials in the drug testing process. The employee in this position must be male with the ability to work flexible hours, travel within the County and/or make home visits, all of which are a required part of this job.

Essential Duties and Responsibilities (will vary by assignment)

- Administers random drug and alcohol tests;
- Accompanies male clients to drug testing location; ensures clients do not take anything into the drug testing room with them; observes the client during drug screens to ensure the purity of the sample;
- Maintains appropriate record keeping and reporting services; reports any notable information to the supervisor or other appropriate party;
- Assists with routine maintenance of drug testing paperwork and equipment as well as clean-up;
- Conducts home, work, school and community visits of probationer;
- Provides support to the Chief Probation Officer with moderate and high risk clients;
- Testifies in court as needed;
- Maintains positive working relationships with persons, agencies and other unites of the criminal justice system;
- Performs special projects and responsible for successful completion of directives as specified by the Chief Probation Officer;
- Performs all work duties and activities in accordance County policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements:

Ability to:

- Possess good organizational skills;
- Accurately maintain records;

Teton County

Class Title: Probation Technician (Male)

Page 1 of 2

- Maintain confidentiality in managing sensitive legal issues and cases;
- Possess good oral/written communication skills;
- Possess basic computer and data entry skills;
- Work varied schedule;
- Prepare accurate and reliable reports;
- Respond to citizen requests in a courteous manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Acceptable Experience and Training

- Graduation from High School with a valid Idaho Driver's License; and
- Successfully pass a background check; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to prepare, process and maintain various court ordered documents and reports and monitor client compliance;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment and other office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office setting and travel to various sites for client contact or compliance. The employee may occasionally be exposed to agitated/aggressive people where physical self-defense is necessary.
- Sufficient personal mobility, agility, and flexibility, with or without reasonable accommodation, which permits the employee to stand or sit for long periods of time, move between work stations, lift up to 25 pounds, and work in an office and field environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.