



CLASS SPECIFICATION

Class Code: 60018935
Date Established: 07/2021
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: non-exempt
Probation: 6 months

DRUG SCREEN COLLECTOR

DEFINITION

Under general direction, provides administrative support and performs duties related to the drug screening of clients; and performs other related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of customer service experience, providing, and receiving information on a daily basis OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Some positions may require possession of a valid driver's license.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification perform the full range of drug screener duties including collection of urine and saliva samples, screening, and lab preparation for those ordered to testing for drug and/or alcohol at the Sober24 Regional Testing Center.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

General Duties:

Witness sample collection of urine and saliva for drug and alcohol testing and screening of defendants who, as a condition of pretrial release, suspended sentence, or other court order, are required to drug test with the Department of Alternative Sentencing.

Maintain proper chain of evidence over collections, check identifications, and orient new clients.

Perform office support duties as assigned including answering the telephone, receiving, preparing, and processing a variety of documents, forms, records, and reports; stocking supplies and cleaning work areas.

Receive payments for fees, charges, and prepare receipts, perform cashiering duties, reconcile correct amount, and prepare balance statements.

Reply to requests for information from law enforcement officers, such as criminal offenses, warrants, and probation violations.

Sign up new clients, perform case management, orient new clients to program rules and expectations as well as offer support for clients to be able to successfully complete the program.

Handle inquiries on the telephone and in person; answer questions and provide information where judgement knowledge and interpretations are called for; refer appropriate calls to Screener Supervisor as necessary.

Maintain confidential files and records related to criminal cases.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Policies, procedures, rules and regulations of Washoe County and department and/or division assignment.

Case management information systems and software programs used in the assigned area.

Criminal justice and law enforcement terminology, acronyms, and language.

Best practices of case management and court applications.

Ability to:

Read and interpret legal and non-legal documents from a variety of sources including law enforcement agencies/officers, attorneys, and courts of varying jurisdictions.

Read, interpret, apply, explain, and ensure compliance with policies procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Entry Level *(Applicants will be screened for possession of these through written, oral performance, or other evaluation methods.)*

Knowledge of:

Principles and techniques used in dealing with the public.

Principles and procedures of record keeping and reporting.

Modern office methods, procedures, and equipment including computer software.

Ability to:

Witness urinalysis and saliva tests.

Remain polite, tactful, and diplomatic in stressful situations.

Maintain effective working relationships with department staff and the public; work with difficult clients in emotionally charged situations.

Deal with clients with extensive criminal history to include violent crimes.

Maintain confidentiality of information encountered in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office and courtroom environment with exposure to volatile situations. Will be required to obtain certification in Blood Borne Pathogens and any additional training as ordered by the Chief Alternative Sentencing Officer.

Selected candidate must complete and submit a Personal History Statement and pass an extensive background investigation to include fingerprint check, criminal history check, and Computerized Voice Stress Analysis (CVSA) examination.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.