

LANCASTER COUNTY
COMMUNITY CORRECTIONS DRUG SCREENING LEAD TECHNICIAN

NATURE OF WORK

This is human service work in a community corrections program performing drug screening work with the responsibility of utilizing various testing methods, reporting the results to the designated parties and providing support and leadership to Drug Screening Technicians.

Work involves the administration and application of the community corrections drug screening program. Work involves collecting urine specimens from participants and maintaining accountability for specimen identification. Work also involves utilizing various testing methods to determine a preliminary result, documenting and communicating these results to the appropriate personnel, and packaging and sending specimens to testing laboratories if required. Work may involve transporting clients per program response. Work involves assisting with training new personnel and providing support and leadership to other staff during testing hours. Supervision is received from an administrative superior with work being reviewed in the form of evaluations and conferences to determine the quality and efficiency of work performed.

EXAMPLES OF WORK PERFORMED

Train new staff using the New Drug Technician Checklist; provide support and leadership to other staff during testing hours.

Review 24/7 DUI Program Guidelines with eligible participants in custody at the Lancaster County jail.

Deliver 24/7 Program agreements to the appropriate court personnel.

Assist field officers with 24/7 client transport from jail to Community Corrections.

Provide regular updates to the court about client progress in and compliance with the 24/7 program.

Collect and dispose of urine specimens in accordance with established standards.

Conduct drug screening utilizing various testing methodologies.

Maintain accountability for specimen identification; take responsibility for chain of custody evidence.

Document results of drug testing for case files.

Communicate on a regular basis with program staff; transports clients.

Monitor use of drug testing supplies and equipment; coordinate ordering supplies in a timely manner when supplies are low.

Prepares reports, statistics and correspondence as may be required as part of the court and correctional system.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the Criminal Justice System.

Knowledge of the principles and procedures of community corrections.

Some knowledge of the method or methods of drug testing and screening as it applies to community corrections.

Ability to organize and prioritize daily tasks.

Ability to problem solve and use independent judgement.

Ability to maintain effective working relationships with clients, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent and two years of experience with the criminal justice system or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is required in the performance of assigned duties.

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