

Twenty-Third Judicial Circuit  
Kendall County Court Services  
807 W. John St  
Yorkville, IL 60560  
Phone: 630-553-4180  
Fax: 630-553-4120



**POSITION OPENING**

**DEPARTMENT:** Kendall County Court Services

**POSITION:** Drug Testing Technician (Male) – Part Time

**RESPONSIBLE TO:** Office Manager

**QUALIFICATIONS:** Basic typing and computer skills, flexibility, phone and public contact; high school education or equivalent.

**RESPONSIBLE FOR:** Male client drug testing collection and processing, typing, case notes, and reports, and other general drug testing duties. Light filing.

**GENERAL EMPLOYMENT QUALIFICATIONS:** In addition to the minimum education requirements, the successful applicant will have demonstrated ability in the following:

- \* Oral/Written Communication Skills
- \* Interpersonal Sensitivity
- \* Planning/Organizing
- \* Problem Analysis
- \* Judgment
- \* Oral Fact Finding

**WORKING HOURS:** Maximum of 10 hours per week (Monday-Friday between hours of 8am to 4:30)  
Schedule is negotiated based on needs of office but is a set schedule.

**STARTING DATE:** To Be Determined

**HOURLY RANGE:** \$16.00 per hour

**APPLICATION DEADLINE:** Until Filled

**APPLICATION PROCESS:** Cover Letter and resumes accepted by:  
Sheryl Burgess, Office Manager  
Kendall County Court Services  
807 W. John Street  
Yorkville, IL 60560  
sburgess@co.kendall.il.us

*Bi-Lingual Preferred (Spanish/English)*

“EEO Employer / Program. Auxiliary aids are available to individuals with disabilities upon request”

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## KENDALL COUNTY COURT SERVICES – JOB DESCRIPTION

**JOB TITLE:** Drug Testing Technician (Male) – Part Time

**NON-EXEMPT**

**DEPARTMENT:** Court Services

### GENERAL SUMMARY:

Under the supervision of the Supervisor and/or Office Manager, the part time drug testing technician will accompany male clients during the collection of urine for the purposes of the male clients being drug tested. The technician will observe urine screens, fill out all the appropriate paperwork, and seal all urine appropriately to be shipped. This technician is responsible for adhering to all departmental policies.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Accompanies clients from the waiting room back to the drug testing location.
2. Fills out all paperwork and logs associated with the client's drug test.
3. Ensures that clients do not take anything into the drug testing room with them.
4. Observes the client during drug screens to ensure the purity of the sample.
5. Reports any notable information to the probation officer or appropriate party.
6. Assists with entering drug test results received into software system.
7. Prepares logs and boxes for the purposes of the samples being effectively shipped.
8. Maintains inventory and assists with supply orders.
9. Maintains positive working relationships with persons, agencies, and other units of the criminal justice system who come into contact with the Court Services Organization.
10. Assists with routine maintenance of drug testing paperwork and equipment as well as clean-up.
11. Courtroom testimony if called upon.
12. Assesses on a continuous basis methods to improve service delivery.
13. Performs special projects and responsible for successful completion of directives as specified by the Supervisor and Director.
14. Adheres to Kendall County Court Services, Kendall County, and 23<sup>rd</sup> Judicial Circuit Court policies and procedures.

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Requires prompt attendance for all required work shifts.
2. Knowledge, skills and abilities acquired through the completion of a high school degree.
3. Ability to accurately maintain records
4. Possess good organizational skills
5. Ability to interact with a diverse group of individuals coming into contact with the Court Services Organization.
6. Possess good oral/written communication skills
7. Bi-lingual preferred (Spanish/English)
8. Posses basic computer and data entry skills
9. Ability to transport oneself in order to accomplish job performance requirements as dictated by Court Services Policy and Procedure
10. Ability to work varied schedule

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11. Possess basic knowledge of the criminal justice system

**PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:**

Standing, walking, sitting, climbing stairs, bending/twisting (of the neck, back, or torso in order to reach), lift (machines, materials, etc.), reaching (in order to push, pull, or grasp object), and feeling (using touch, hands to sense the position or quality of objects) and working with the fingers (i.e. to type) are present 75% or more of the time. Stooping, kneeling, and crouching are required approximately 25% of the time.

Running and balancing (maintaining one's balance or staying upright in an unstable position), grappling (fighting or struggling at close quarters) are required in unusual or non-routine situations. Crawling, swimming, climbing, using legs or arms for support (going up and down ladders) are not required. Talking and hearing (perceiving sounds, including the spoken word to assess conditions or become aware of conditions in the environment) are required 75% of the time or more. Far vision (to distinguish objects at 20 feet or further, with glasses if needed), near vision (the ability to distinguish objects clearly at 20 inches or less, with glasses if needed) is required about approximately 25% of the time.

Lifting: raising or lowering an object from a level to another weighing approximately 10 pounds or less is required about 25% of the time. Lifting objects weighing 20 pounds or more are virtually not required.

Carrying: transporting an object between 10 and 40 pounds are required approximately 25% of the time. Carrying objects in excess of 50 pounds is not required.

Pushing/pulling: exerting force upon an object so it moves away or toward the person exerting force between 10 to 25 pounds as required in unusual or non-routing situations. Pulling or pushing a cart with a load of 100 pounds or dragging an object weighing 60 pounds are not required. Handling objects with the hands to grasp or control is required approximately 25% of the time. Fingering (working with fingers to pick, pinch, press) is required approximately 25% of the time.

**WORKING ENVIRONMENT WHILE PERFORMING ESSENTIAL FUNCTIONS:**

Over 60% of the work time is spent inside protected from weather conditions. Extreme cold/very cold temperatures are experienced in unusual situations. About 10% is outside where there might be very low temperature or very high temperature, wet or humid conditions occurs about 20% of the time or less. Dramatic shifts in temperature, either hot or cold, are present only in unusual situations. Wet and/or humid, very high moisture conditions are experienced only in unusual situations. Hazards, such as mechanical, electrical, injury from probationers, fast moving vehicles, are present only in unusual situations. Protection from weather conditions of extreme heat, extreme wet, noise vibrations, are not present. Hazards from chemicals, burns, explosives, radiant energy, radiation, heights (above 12 feet), are not present. Atmospheric conditions, such as fumes, odors, dust, poor ventilation, or physical confined worksites, are not present.

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**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

Copy Machine, computer terminal, facsimile machine, phone system, instant urine tests, key/lock, refrigerator, surgical gloves, face mask, and obtaining and handling urine in a urinalysis cup.

**REPORTING RELATIONSHIPS:**

**Reports To:** Office Manager

**Directs Work Of:** None

**Other:**

After an offer of employment is extended to a specific candidate, said candidate’s hiring is contingent upon the candidate passing a criminal background check, drug test, and obtaining a tuberculosis-screening test.

All employees, including those with a history of Bacillus of Calmette and Guerin (BCG) vaccination, should received a “Two-Step” Mantoux tuberculin skin test unless a previously positive reaction can be documented. The Two-Step must be performed at the Kendall County Health Department or a personal physician at a nominal cost to the employee. Documentation of the test results must then be provided to Court Services Administration.

Individuals with active pulmonary or laryngeal TB will not return to work until there is definite proof of lack of infectivity in respect to negative cultures and negative sputum smears. Documentation of the test results must then be provided to Court Services Administration.

All employees with negative PPD’s will be retested annual by Kendall County Health Department.

**BLOODBORNE PATHOGEN RISK CODE:** Yes

**RECEIPT AND APPROVAL**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Dept. Hd/Elected)

\_\_\_\_\_  
Title

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