**POSITION TITLE:** Sheriff Tech – 24/7

**REPORTING TO:** Fall River County Sheriff

**SALARY:** Hourly wage and any benefits available to a contracted employee

**HOURS:** Program conducts testing 7 days per week, normally during the hours of 5:30am – 7:30am and 5:30pm – 7:30pm.

**LOCATION:** Fall River County Jail

**PURPOSE OF THE POSITION:** Responsible for collecting breath and/or urine samples from multiple individuals. Required to document the collection of all participant’s samples.

**PRIMARY DUTIES AND RESPONNIBILITIES:**

* Administer breathalyzer (PBT) and Urine Analysis (UA) tests to participants.
* Record test results.
* Handle and record monetary transactions.
* Report and document violation.
* Communicate appropriately with participants and co-workers.
* Handle multiple demands simultaneously.

**MINIMUM QUALIFICATIONS:**

* Must pass a pre-employment drug screening test.
* Must pass a comprehensive background investigation prior to final offer of employment. The investigation may include but is not limited to a records check, verification of credentials, and interviews with personal and professional references.

**KNOWLEDGE:**

* Knowledge of Microsoft Office products to use electronic record management system.

**SKILLS:**

* Must be able to speak, hear, handle, or feel and reach with the hands and arms.
* Must be able to move around within the work area.

**ABILITIES:**

* Ability to do data entry.

**EDUCATION, EXPERIENCE, LICENSES:**

* Must have high school diploma or GED certificate.
* Customer service and cash handling one year experience
* Typing and computer experience
* Must have valid South Dakota Driver’s license within 90 days of moving to South Dakota

**ADVANCEMENT/PROMOTION:** Wages may increase with position advancement/promotion.

THIS POSITION DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY THESE REQUIREMENTS ARE THE EXCLUSIVE DUTIES OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE ASSIGNED.