



# USTER COUNTY

## 24/7 Technician

Position description is available below. Applications can be found on the Custer County website at: <https://www.custercountysd.com/employment/> Or by contacting:

Amber Maidens

Custer County Human Resource Director

420 Mt Rushmore Rd, Room 228

Custer, SD 57730

Phone: 605-673-8134

Applicants must complete and submit a Custer County application. Applications will be accepted until the position is filled.

**Custer County is an equal opportunity employer.**

### **Position Description**

Our 24/7 Technicians play a key role in our Custer County 24/7 Sobriety Program by making sure participants are adhering to their sobriety requirements. This position requires close and courteous interaction with program clients, cash handling, a high level of accuracy, and the ability to handle multiple tasks simultaneously. The program staff conducts testing 7 days per week during the hours of 6:00 - 8:00 am and 6:00 - 8:00 pm. Hours and days will vary, requiring the right applicant to have a flexible schedule.

### **Position Functions**

- Conduct breathalyzer tests on participants, interpret, record and communicate results, to include notifying participants that they will be placed under arrest.
- Collect, test and report the results of urinalysis tests. This includes assuring the urine is not altered through a device or other means.

- Respond to law enforcement, court, jail and other criminal justice entity inquiries in-person, by phone and by email.
- Collect cash from program participants, record transaction on participant account and balance cash drawer at end of shift.
- Enter pertinent condition of release, bond, sentence or other program data and report that information to the applicable public safety entity.
- Interpret court orders and determine number of participant violations and corresponding consequence, to include number of days participant will serve in jail.
- Interpret participant enrollment paperwork, to include reason for participating in the program, duration and type of testing.
- Attend occasional staff meetings and trainings.
- Perform related duties as assigned by supervisor.
- Maintain compliance with all department policies and procedures.

This job specification should not be construed to imply that 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 required.

### **Qualifications**

- HS Diploma or GED
- Experience working in the criminal justice system or equivalent experience processing complex legal documents preferred.
- Preference for those with experience handling money.
- Valid South Dakota Driver's License.
- Ability to successfully complete the background investigation and pre-employment drug screen as outlined in the Sheriff's Office Global Policy.

Acknowledgement of the above:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_