

# Uintah County

## Job Description



<b>Title:</b>	UA Observer	<b>Code:</b>	317
<b>Division:</b>	Drug Court	<b>Effective Date:</b>	12/10
<b>Department:</b>	Attorney	<b>Last Revised:</b>	12/10
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	15

### GENERAL PURPOSE

Performs a variety of **working level administrative and technical duties** as needed to assure compliance with drug court rules. Observes, preserves, and maintains proper chain of custody of breath, urine, and/or saliva samples and tests the same for the presence of substances or masking agents.

### SUPERVISION RECEIVED

Works under the general direction of the County Attorney and/or Office.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Generates participant cards; observes same gender participants providing urine samples.

Maintains existing computer data base on testing requirements for each person testing; distributes test results and send reports to case managers, treatment providers, drug court administrators and any other agency representative who is entitled to receive results.

Notifies and educates all interested parties of compliance or non compliance with testing requirements.

Prepares and sends positive tests for confirmation, ensuring that proper chain of custody is maintained. Ensure that testing is done in a timely manner.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Educations and Experience:

A. Graduation from High School or Equivalent;

AND

B. One (1) year of experience using general office computer system.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Some Knowledge** of computers, including e-mail programs, word processing, databases and spreadsheets.

**Skill** in the use of testing equipment and software, including both urine and saliva testing equipment.

**Ability** to quickly learn how to operate medical grade testing equipment; distribute test results in a timely manner as specified; follow complex instructions; work under stressful working conditions

created by strict time frames; manage angry individuals and unpleasant situations; communicate effectively, verbally and in writing; develop effective working relationships with co-workers, appointed officials, professionals, and the public.

3. Special Qualifications:  
None.

4. Work Environment:  
Workers in this position perform in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity is required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)