

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Pre-Trial Diversion Clerk & Urinalysis Technician (Male)
Department: Community Supervision & Corrections
Reports To: Unit Supervisor
Salary: \$14.4805/hour (\$30,110.44 annual)
Application Deadline: Open Until Filled

NOTE: Jefferson County Application Required

Duties and Responsibilities

Essential Job Functions:

Pre-Trial Responsibilities - In conjunction with the Pre-Trial Diversion Case Aide, attends monthly contract signing(s) as needed; Testifies in court when needed; Provides an orientation of pre-trial program rules, goals, services and procedures to all clients; assists in the supervision of offenders to ensure compliance; documents all contacts relevant to offender, records information in chronologicals of the case file according to standards; conducts alcohol/drug urine screenings when needed.

Urinalysis Technician - Observes specimen collection from male defendants for urinalysis drug screening; utilizes approved protocol and procedures for urinalysis drug detection screening and confirmation; supports and maintains proper chain of custody for specimens retained and submitted for confirmation analysis; safely handles and disposes of bodily fluids associated with urinalysis drug detection screening; monitors and interacts with offenders to accomplish drug screening; maintains computerized records and documentation of drug screening activities; work requires regular and predictable attendance; performs other job related duties, as directed.

Other Job Functions: Completes referrals to programs, treatment centers and other resource agencies as needed and/or based on criminogenic needs; performs other job related duties as directed.

NOTE: *The above describes the general nature and level of work being performed by employees holding this position. This aforementioned is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.*

Equipment Used

Urinalysis Specimen Detection Devices, Vehicle, personal computer with network access, copy machine, fax machine and other office equipment as needed.

Job Requirements

Education and Experience:

High School Diploma; training in computer functions usually obtained through on the job experience; knowledge of area community services/resources; experience serving an offender population and casework experience. Associates Degree in behavioral sciences, sociology, criminal justice or related field preferred; bi-lingual (English/Spanish) preferred; knowledge of criminal court proceedings and substance abuse is also an asset.

Skills and Abilities: Strong verbal and written communication skills; typing skills; computer skills; excellent interpersonal skills in order to interact and cooperate with supervisor and co-workers; deal effectively with offenders and their families; law enforcement agencies, the District Attorney's office; defense attorneys, treatment facilities and other resource agencies; problem solving skills; knowledgeable of substance abuse and its effect on individual family members, as well as the community.

Specialized Requirements: Valid Texas Driver's License and complete required training as directed.

Work Situations/Demands/Effort

Work requires regular and predictable attendance; availability for work from 8:00 a.m. till 5:00 p.m., Monday through Friday. Work requires organizing; prioritizing; accuracy and attention to detail; working alone or in a group; flexibility in order to coordinate a variety of duties; performing routine, repetitive duties; dealing with frequent deadlines; working in a sometimes stressful environment; dealing with criminal offenders; dealing with hazards of performing field work in high-crime areas; obtaining urine samples; occasional irregular hours; driving a vehicle; occasional out-of-town travel to attend educational seminars and training sessions.

Working Conditions

Work is performed primarily in a climate controlled private office environment. While performing field work, employee may be subject to adverse weather and environmental conditions, physical and safety hazards while working in high crime areas; driving in traffic.

Physical Requirements

Office duties are primarily sedentary but require some light work, including frequent walking to deliver/retrieve files and paperwork, make copies, etc., and reaching and pulling to deliver/retrieve files and paperwork from file cabinets and other forms of storage. Field visits require driving a vehicle and walking, often in high crime areas, and potential exposure to criminal activities; appropriate precautions must be observed.

**Applications can be found at <https://co.jefferson.tx.us/Careers>
E-mail signed Jefferson County application to: hrdept@co.jefferson.tx.us
Only Microsoft Word or PDF attachments will be accepted.**

**Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building**

1225 Pearl St., Suite 201, Beaumont, TX 77701

(409) 839-2391

Fax: (409) 839-2399

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.