

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency:	Board of Commissioners	Unit:	
Name:		Position Title:	
Class Title:	Electronic Monitoring Officer/ Lab Technician	Class Number:	
Dept./Div.:	Electronic Monitoring/ TASC	Civil Service Status:	Unclassified
Reports To:	TASC Administrator	Employment Status:	Full-time
Pay:	Resolution	FLSA Status:	Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent. Experience in human services related field, and/or experience in laboratory analysis or equivalent combination a plus; must be certified or ability to obtain certificate in dot collections; must be a certified or ability to obtain a certificate as a breath alcohol technician.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must complete 15 hours of continuing education in a related field annually; valid Ohio drivers' license.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Motor vehicle; telephone; fax machine; computer; electronic monitoring equipment; Viva Pro E

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING

CONDITIONS: For purposes of ORC 4167.

- Occasional - Exposure to hot, cold, wet, humid, or windy conditions; operates or works in proximity to moving vehicles.
- Periodic - Exposure to constant or intermittent loud noise; exposure to bodily waste, tissue, or fluids.
- Frequent - Contact with potentially violent or emotionally distraught persons; works in and around crowds. Required to work with human blood or any other body fluids.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

SANDUSKY COUNTY

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POSITION DESCRIPTION

Agency: Board of Commissioners
Name:
Class Title: Electronic Monitoring Officer/
Lab Technician
Supervisor's Title: TASC Administrator

Unit:
Position Title:
Class Number:
Number:

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

80% (1) Monitors offenders accepted into the program; hook-up offenders after placement by court order; establishes a separate case on each offender with relevant information (e.g. identifying data, photo, work, education, treatment, schedules with referring court, probation officer or supervising authority); documentation of all contacts in case notes; monitors offender's compliance with EM schedule and court order pertaining to offender's EM status; maintains regular contact with employers, service providers and supervising authority, court, and probation officers; and investigates violations of program and communicate violations to appropriate authority; sets up payment schedules and collection of fees.; collects and monitors collection of urine specimens for testing; properly seals, marks, and stores specimens for testing; documents specimen client files as necessary; demonstrates regular and predictable attendance.

(1) **Knowledge of:** (a)*; (b)*; (c); (d); (e); (f).
Skill in: (n)
Ability to: (g); (h); (i); (j); (k); (l).

15% (1) Performs random urinalysis testing; Receives confidential laboratory analysis reports, records results in client case file, and forwards to client case manager, courts, etc.

(2) **Knowledge of:** (a)*; (b)*; (d); (m).
Ability to: (g); (h); (i); (j); (k); (l).

OTHER DUTIES AND RESPONSIBILITIES:

5% (1) Must demonstrate excellent verbal and written communication; accurate record keeping; familiarity with basic computer word processing programs and databases; follows and adheres to policies and procedures established by the County; performs other duties as assigned.

(1) **Knowledge of:** (a)*; (b)*; (c); (d); (e).
Skill in: (n).
Ability to: (g); (h); (i); (j); (k); (l).

Agency: Board of Commissioners
Unit:

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POSITION DESCRIPTION

Name:

Position Title:

Class Title: Electronic Monitoring Officer/
Lab Technician

Class Number: 35421

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) TASC policies and procedures*; (b) TASC goals and objectives*; (c) techniques of collection and preservation of evidence; (d) rules of evidence; (e) lab procedures; (f) interviewing; (m) office practices and procedures.

Skill in: (n) motor vehicle operation. (n) electronic monitoring equipment

Ability to: (g) carry out detailed but basic written or oral instructions; (h) recognize unusual or threatening conditions and take appropriate action; (i) prepare accurate documentation; (j) maintain records according to established procedures; (k) communicate effectively; (l) develop and maintain effective working relationships.