

*Limestone  
County Commission*

*Chairman  
Collin Daly*

*Administrator  
Ellen Morell*



*Commissioners:  
Daryl Sammet  
Danny Barksdale  
Derrick Gatlin  
LaDon Townsend*

**THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:**

**DRUG LAB / CASE MANAGER ASSISTANT**

Community Corrections

**Alabama Career Center  
2535 Sparkman Dr. NW  
Huntsville, AL  
Phone: (256) 851-0537**

**Or**

**Limestone County Commission  
310 W. Washington St.  
Athens, AL  
Phone: 256-233-6400**

**Or**

**Online: <https://limestonecounty-al.gov/doing-business/jobs>**

**MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.**

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES  
AND RESPONSIBILITIES**

**SALARY \$18.99 PER HOUR**

**APPLICATIONS WILL BE ACCEPTED UNTIL  
THE POSITION IS FILLED**

**AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)**



## **Drug Lab / Case Manager Assistant**

Community Corrections

CC/6  
Grade 12

### **JOB SUMMARY**

This position assists with monitoring caseloads and performing technical duties in the observation, collection, analysis, and reporting of drug and alcohol tests.

### **MAJOR DUTIES**

- Assists Lab Technician in reviewing documentation completed by participants; observes clients while providing specimens; assists with testing client specimens for drugs and/or alcohol.
- Assists Lab Technician with maintaining color-coded client information; enrolling clients in color code program; recording test results for color code clients; faxes or emails results as required to attorneys, judges, and state agencies.
- Assists with documenting client drug tests results for non-color code clients; notifies Case Managers of drug test results; faxes or emails results to various attorneys, judges, other counties, etc.
- Assists with inputting new client information into the computerized information management system.
- Maintains specimens for positive tests results as required.
- Appears in court to testify to the validity of test results as needed.
- Assists Case Manager with monitoring caseload.
- Assists Case Manager with referring clients for substance abuse and/or mental health treatment.
- Transports clients to and from treatment facilities as needed.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the maintenance, calibration, and operation of specialized laboratory equipment.

- Knowledge of the justice system.
- Knowledge of chain of custody requirements.
- Knowledge of county and court policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the analysis and reporting of laboratory results.
- Skill in conducting specialized laboratory tests.
- Skill in public relations.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Director of Community Corrections assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include relevant state guidelines, laboratory equipment calibration standards, chain-of-custody guidelines, and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Strict deadlines and the need to prioritize work contributes to the complexity of the position.
- The purpose of this position is to assist with monitoring cases and performing technical laboratory duties related to the observation, collection, analysis and reporting of drug and alcohol tests. Success in this position results in the accuracy of drug and alcohol test results.

## CONTACTS

- Contacts are typically with coworkers, other county employees, law enforcement personnel, attorneys, judges, and members of the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects and must distinguish between shades of color.
- The work is typically performed in an office and laboratory. The employee is exposed to machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to a high school diploma.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.