

## JOB DESCRIPTION

**POSITION TITLE:** Compliance Assistant  
**DEPARTMENT:** Misdemeanor Compliance Program

**F.L.S.A.:** Casual (unclassified) terminable-at-will. Casual position hired to fill a position paid by the hour that may be called on short notice and/or on an occasional basis. Casual employee is paid for hours worked and does not receive any employment benefits. A casual employee does not have the right to grieve employment decisions. See Sierra County Personnel Policy Ordinance 16-009.

**NOTE:** This position is a state funded grant position and is contingent upon annual funding.

**PROBATIONARY PERIOD:** See Sierra County Personnel Policy 16-009

**HOLIDAY:** See Personnel Policy, Ordinance No. 16-009, regarding Holiday Pay

### **GENERAL PURPOSE:**

Under general supervision, provide assistance to the Program Director and Compliance Officers. Provide excellent customer service, and perform clerical and other duties as assigned.

### **Reports To:**

Works under the guidance and direction of the Director of the Misdemeanor Compliance Program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provide administrative support to the Director of the Sierra County Misdemeanor Compliance Program, and Compliance Officers, including maintaining client databases, and file management.
2. Observe provision of urine samples; observe provision of saliva tests, and/or breath tests, and hair follicle testing.
3. Accurately document the results of drug and alcohol testing.  
Maintain chain of custody of drug and alcohol specimens and related evidence in accordance with law, established policies, and Procedures. Communicate with program staff, county personnel, the courts, district attorney's office, treatment providers, law enforcement, and state and federal probation officers.  
Other duties as assigned.

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within the classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

### **MINIMUM QUALIFICATIONS:**

#### Education and Experience

- A. Ability to maintain confidentiality, and use discretion with sensitive information, including HIPPA regulations.
- B. Ability to answer phones in a professional manner, take messages, and refer callers to other sources as appropriate.

- C. Ability to work in an atmosphere of frequent interruptions, priority changes and conflicting directives.
- D. Ability to communicate in verbal and written English. Bilingual in Spanish and English is helpful, but not required.
- E. Familiarity with law enforcement, court system, and legal terminology.

**Requirements/Certification/License:**

- 1. Must possess and maintain a valid New Mexico Driver's license.
- 2. Must be able to complete drug and alcohol testing certification.
- 3. Must be able to pass a pre-employment drug test, and subsequent random drug testing.
- 4. This is a sensitive criminal justice system position and the applicant must be able to pass an extensive background investigation.

**EQUIPMENT, TOOLS, AND MATERIALS:**

- 1. Equipment typically used multi-line telephone, personal computer, and computer printer, Microsoft Word, Excel, and QuickBooks. Photocopiers, FAX machine, and calculators.
- 2. Material and products handled files, forms, reports, spreadsheets, records, receipt books, and office supplies and chemicals.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. The employee is frequently required to stoop, bend, and reach while performing the filing duties.
- 2. The employee is occasionally required to stand for long periods of time while photocopying materials and assembling same.
- 3. Duties will require sitting at a desk and using a computer for long periods of time.
- 4. Duties will require walking both indoors and outdoors, and driving.
- 5. The employee is required to use hands to finger, handle, or operate objects or controls; reach with hands and arms and be able to hear and speak.
- 6. The employee must occasionally lift and/or move up to 25 pounds for short distances.
- 7. Specific vision abilities required by this job include close vision and the ability adjust focus.

**WORKING CONDITIONS:**

- 1. Work is performed in an office, court, and detention facility.
- 2. Work is often fast-paced and stressful work environment.
- 3. The employee may be exposed to hostile or violent situations that may arise when dealing with individuals involved or associated with court cases.
- 4. Frequent exposure to unpleasant situations in the detention facility, and when interacting with clients who are experiencing significant stress, are mentally unstable, hostile, intoxicated, or have infectious diseases.
- 5. The employee must regularly interact positively with co-workers, clients, and the public; work under severe time constraints and meet multiple demands from several people, agencies, and organizations.

I \_\_\_\_\_, Acknowledge receipt of this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
**(print name)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Human Resource Director**

\_\_\_\_\_  
**Supervisor**