HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Alcohol Breath Analysis Technician Trainee

Job Code: W2775
Pay Grade: WH
Pay Scale: $19.86-$30.30 Hourly; $41,308.80-$63,024.00 Annually
Exempt: No

OVERVIEW

Learn to collect, test, and analyze alcohol breath samples to be able to testify in court concerning sample collection, analysis procedures, results, and actions. Trainees must obtain a valid State of Florida permit to conduct breath alcohol testing as a breath test operator during the initial probationary period.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Collect, test, and analyze breath samples from persons suspected of driving while intoxicated (DWI).
- Operate video cameras and recorders to film sobriety tests of persons suspected of DWI.
- Provide urinalysis test kits to law enforcement personnel, inform procedures to follow for test kit use, and provide a Florida Department of Law Enforcement (FDLE) Toxicologist form for specimen recording.
- Testify in court to facilitate the understanding of basic alcohol physiological effects and the methodology, procedures, and results obtained from alcohol chemical testing.
- Record, tabulate, and file sobriety videotapes and chemical tests for intoxication to maintain chain of custody.
- Enter driving under the influence (DUI) citation information and breath analysis test results into the Citation Tracking System (CITS).
- Demonstrate and explain chemical test and equipment to law enforcement personnel, the general public, and persons suspected of DUI.
- Type correspondence, memos, labels, and reports.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of state and county laws, ordinances, and regulations governing alcohol breath analysis.
- Working knowledge of court procedures and actions.
- Working knowledge of safety measures in the use of alcohol breath analysis equipment and supplies.
- Ability to follow established procedures.
- Ability to communicate effectively both orally and in writing.
- Ability to handle difficult situations involving hostile individuals.
- Ability to handle confidential information.
- Ability to collect, organize, and evaluate data and develop logical conclusions.
- Ability to organize information into a logical presentation format.
- Ability to maintain work-related records and prepare reports.
- Ability and willingness to work rotating shifts to include nights, weekends, and holidays.

- Ability to lift and carry up to 20 pounds.
- Ability to use a computer and related software.

SKILLS

- Detail-Oriented
- Written Communication
- Handling Difficult People
- Regulations
- Equipment Operations
- Job Rotation
- Data Entry
- Verbal Communications
- Evidence Collection
- Organizing

WORKING CONDITIONS

- Work within a lab environment within a detention or correctional environment, with occasional contact with inmates.
- Frequent exposure to intoxicated individuals.
- May have occasional exposure to explicit or disturbing behavior.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Shift work: May work day or night shifts and non-standard hours/days including weekends and holidays.
- Required to wear a Sheriff's Office provided uniform.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.

Additionally, the following is required:

- No driving under the influence (DUI) convictions within lifetime.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United

States Coast Guard, National Guard, or Reserve Forces.

- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.