



# Brown County

25 Market Street  
Aberdeen, SD 57401  
[www.brown.sd.us](http://www.brown.sd.us)

## Sobriety Coordinator

Sheriff's Office

Wage: \$20.67 - \$21.72/hour, DOE

Opening date: 05/10/2023

Closing date: 05/19/2023

### JOB SUMMARY

This position is responsible for coordinating the functions of the sobriety program.

### MAJOR DUTIES

- Reviews the alcohol monitoring results of clients.
- Produces violation reports for missed or failed tests and bracelet tampers; submits reports to the State's Attorney's Office.
- Coordinates alcohol monitoring services with the probation officer, parole office, and the Department of Social Services/Child Protective Services.
- Maintains contact with the Clerk of Courts to maintain current information on client status.
- Troubleshoots computer programming issues on monitoring technology.
- Provides training on monitoring systems to department employees.
- Coordinates and supervises the work of assigned staff.
- Maintains PKT kiosks, including the calibration of equipment, the replacement of receipt paper, and the replacement of testing straws.
- Applies and maintains client bracelets.
- Collects, counts, reports, and prepares deposits of fees collected.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of sobriety monitoring program policies and procedures.

- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the training and supervision of personnel.
- Skill in prioritizing and organizing work.
- Skill in the maintenance of files and records.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Jail Administrator 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 program, 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 administrative, technical, and supervisory duties. The unique needs and circumstances of each client contribute to the complexity of the position.
- The purpose of this position is to coordinate the sobriety monitoring program. Successful performance ensures that clients remain in compliance with court orders.

#### CONTACTS

- Contacts are typically with co-workers, other county employees, parole officers, probation officers, Child Protective Services officers, attorneys, judges, clients, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, and provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Sobriety Technician.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.

## APPLY BY

Submit Brown County application to:

- Brown County Sheriff's Office  
22 Court St.  
Aberdeen, SD 57401

Email: [Dave.Lunzman@browncounty.sd.gov](mailto:Dave.Lunzman@browncounty.sd.gov)