



**Part-Time Driver/Drug Screener  
Berkeley Day Report Center  
800 Emmett Rousch Dr. Martinsburg, WV**

**\$12.50/hr**

**20 HOURS PER WEEK  
HOURS MAY VARY TO INCLUDE EVENINGS AND SATURDAY MORNINGS**

Applications and detailed job announcement are available at [www.berkeleywv.org.org](http://www.berkeleywv.org.org) or the County Council Office, 400 W. Stephen Street; Suite 201, Martinsburg, WV., 25401, Monday-Friday, 8:00 a.m.- 5:00 p.m. Applications may be returned in person or at [drugscreeener@berkeleywv.org](mailto:drugscreeener@berkeleywv.org).

**APPLICATIONS WILL BE ACCEPTED IN THE BERKELEY COUNTY COUNCIL OFFICE  
UNTIL 5:00 PM, FRIDAY, APRIL 27, 2018**

**KIND OF WORK:**

The Transporter is intended to support the case managers in regard to the transportation needs of their clients. The Transporter is responsible for maintaining the client transportation schedule and assisting the drug screening technician with drug screening. The Transporter can be characterized as someone who understands substance use and co-occurring/co-existing disorders; the varying manifestations associated with such disorders, and is detail oriented.

**EXAMPLES OF WORK:**

1. Provide transportation for clients as scheduled by case manager using county vehicle.
2. Maintain maintenance logs and cleanliness of county vehicles.
3. Assist with performing/observing drug screens.
4. Maintain proper chain of custody documents.
5. Maintain cleanliness of office including, but not limited to, trash removal, sweeping and mopping of floors.
6. Performs related work as required.

**QUALIFICATIONS AND REQUIREMENTS:**

1. High School Diploma or GED.
2. Basic computer skills.
3. Strong interpersonal skills and convincing abilities.
4. Ability to maintain records, make oral and written reports and assessments to case management staff.
5. Ability to maintain strict confidentiality.
6. Ability to understand and carry out detailed instructions.
7. Excellent verbal and written communication skills.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid driver's license.
2. Special interest in and enthusiasm towards helping individuals overcome their addiction problems.
3. May be required to work evenings and Saturday morning.

Reasonable accommodations may be made to enable individual with disabilities to perform the essential tasks.

**ADDITIONAL INFORMATION FOR APPLICANTS**

**APPLICATION FOR THIS RECRUITMENT:**

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

**EXAMINATION PROCEDURE:**

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- written and/or spoken examination(s)
- performance test(s)
- a background investigation
- a physical examination\*and
- a drug test\*.

\*These examinations are administered after offer of employment.

**PROBATIONARY PERIOD:**

Berkeley County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employees fitness for the position in which he/she was placed.

**COMPENSATION:**

Berkeley County employees are paid twice per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

**BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**