

**POSITION DESCRIPTION
WARREN COUNTY COMMON PLEAS COURT**

CLASSIFICATION TITLE: Drug Testing Technician – Opening for Female due to the direct observation process.

FLSA STATUS: Non Exempt EMPLOYMENT STATUS: Part-Time
REPORTS TO: Associate Director (CIP)
CIVIL SERVICE STATUS: classified WORK HOURS: Monday-Friday
2:00pm-7:00pm Some Weekends 1:00pm-5:00pm
PAY: \$13.00 an Hour

The role of the Drug Testing Technician is both challenging and exciting. To achieve the responsibilities of the Drug Testing Technician you must possess and demonstrate:

- Ability to work independently and as part of a close team.
- Willingness to listen, learn, develop and grow.
- Ability to work with court personnel and offenders.
- Excellent communication and interpersonal skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES.

- Set up lab and perform routine laboratory testing procedures using instant urine cup or mouth swab testing instruments.
- Assist and educate clients about testing procedures.
- Ability to recognize, identify and respond to manipulative behavior effectively.
- Operate laboratory information system section of the court's case management system to input test results.
- Must be able to work extended hours when necessary.
- Maintain proper quality control procedures.
- Establish and maintain effective working relationship with clients, public and court staff.
- Maintain a safe and appropriate work area.
- Adhere to drug testing policies and procedures.
- Attend required meetings and trainings.
- Work as a team member with the laboratory department and all other areas of the court.
- Document work processes as required.
- Perform other duties as assigned.
- Knowledge of current medical terminology
- Maintain current CPR certification

WORKING CONDITIONS

- Vision demands include close, detailed vision when operating the computer, with the ability to adjust focus for close work.
- Will have direct contact with felony and misdemeanor offenders.
- Requires frequent lifting and carrying items weighing up to 25 pounds unassisted.
- Requires the use of universal precautions due to exposure to communicable diseases, toxic substances, blood, bodily fluids, tissue and other conditions common to a clinic environment.
- Sitting and/or standing for prolonged periods of time.

SUPERVISION RECEIVED

- Department Head or Court Administrator.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of court rules.
- Ability to act as the liaison between the courts, external agencies and other departments.
- Ability to learn and effectively perform all necessary administrative duties.
- Ability to interface pleasantly and professionally with public and staff.
- Must be detail oriented and possess strong organizational skills.
- Ability to contribute to group efforts, establish positive relationships with other employees, seek/accept input and develop/implement problem solving solutions.
- Ability to complete work in an accurate, neat, timely and well-organized manner.
- Knowledge of and ability to use Word and Excel and job related software. Must possess ability/willingness to be trained on other software packages.
- Must possess outstanding communications ability [oral and written].

LICENSURE OR CERTIFICATIONS REQUIRED

- None

QUALIFICATIONS

- Must be twenty-one [21] years of age at the time of appointment (any misdemeanor criminal convictions will be reviewed on individual basis, no felony convictions).
- Must possess a valid driver's license (driving infractions will be reviewed on individual basis).
- Must be detail oriented with demonstrated computer skills.
- Must possess a high school diploma or equivalent. *While an individual with a college degree may be given additional consideration; prior experience will be strongly considered.*
- Must demonstrate tact and professionalism in working with people.

Interested candidates should submit a **Resume** and **Cover Letter**, including a brief overview of relevant work experience, and education by **4:30 p.m. on 7/18/2018** to: Mike Steele at CourtServices@co.warren.oh.us