

**POSITION DESCRIPTION**  
**WARREN COUNTY COMMON PLEAS COURT**  
**General Division**  
**500 Justice Drive**  
**Lebanon, Ohio 45036**

CLASSIFICATION TITLE: *DRUG TESTING TECHNICIAN*

FLSA STATUS:	Non Exempt	EMPLOYMENT STATUS:	Full & Part Time Available
CIVIL SERVICE STATUS:	Classified	WORK SCHEDULE:	Hours May Vary & May
REPORTS TO:	Associate Director (CIP)		Include Weekends &
REVISED:	2.23.22		Evenings

**DISTINGUISHING JOB CHARACTERISTICS**

- 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.
- Complete annual Common Pleas Court required training hours.

**WORKING CONDITIONS**

- Must be punctual and maintain an excellent attendance record.
- Possesses superior customer service skills and excellent verbal communication.

- As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, judicial officers, supervisors, subordinates, outside contractors, and other agency personnel.
- Strong and effective communication and interpersonal skills; employee frequently talks and listens over the telephone and in person; strong problem solving and organizational skills; strong data entry skills.
- Ability to effectively handle multiple tasks simultaneously with extreme accuracy, while establishing priorities and adapting to changes in workload demand.
- Ability to be flexible and adapt to last-minute assignment changes.
- Employee must not contribute to or create a hostile work environment; employee must refrain from gossip or harassment of another employee; employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination, or any other behavior that unduly demeans or intimidates another employee.
- Will have direct contact with felony and misdemeanor offenders.
- 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.

#### **TYPICAL PHYSICAL REQUIREMENTS**

- Sit for extended periods of time; frequently stand, bend, crouch, kneel and able to lift and carry up to 20 pounds and walk or otherwise move within the court; ability to use a personal computer and its peripherals including keyboarding, mouse and monitor for extended periods of time; use of telephones, calculators, copiers and fax machines; normal manual dexterity and eye-hand coordination; corrected vision to normal range; vision demands include close, detailed vision when operating the computer, with the ability to adjust focus for close work. Ability to grasp and manipulate files; frequent hand and/or wrist motion, frequent reaching at or above shoulder level. 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].

**CONFIDENTIAL DATA**

- Must maintain confidentiality; will have access to and must maintain confidential information regarding court matters and offenders.

**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.

This position is subject to a post-offer drug screen and a background check.

THE WARREN COUNTY COMMON PLEAS COURT IS AN EQUAL OPPORTUNITY EMPLOYER

This position in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position and will perform to the best of my ability the job duties and requirements specified in this position description.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority or Designee

\_\_\_\_\_  
Date

Interested candidates should submit a Resume and Cover Letter, including a brief overview of relevant work experience and education to: Mike Steele at [mike.steele@co.warren.oh.us](mailto:mike.steele@co.warren.oh.us).