



# Warren County, Ohio Court of Common Pleas Job Opportunity

Posting Number: 23.10.10.1M  
Date Posted: October 10, 2023  
Deadline to Apply: Open Until Filled

## POSITION: MALE DRUG TESTING TECHNICIAN – PART TIME

**DEPARTMENT:** Warren County Court of Common Pleas – Court Services  
**LOCATION:** 520 Justice Drive, Lebanon, OH 45036  
**WORK HOURS:** Hours vary / may include some weekend and evening hours  
**FLSA STATUS:** Hourly/Non-Exempt  
**SALARY:** \$16.00 per hour

### Listed below are the QUALIFICATIONS for the position:

- Must be 21 years of age at the time of appointment, no felony convictions.
- Must possess a valid driver's license.
- Must be detail oriented with demonstrated computer skills.
- Must possess a high school diploma or equivalent.
- Must demonstrate tact and professionalism in working with people.
- Must pass a post-offer drug screen and background check.
- Must maintain confidentiality regarding offenders and court matters.

### Listed below is a summary of the JOB DUTIES:

- Set up lab and perform routine lab testing procedures using urine cup or mouth swab testing instruments.
- Operate laboratory information system section of court case management system to input results.
- Assist and educate clients regarding testing procedures.
- Adhere to drug testing policies and procedures.
- Must maintain proper quality control procedures and a safe work area.
- Must work as a team member with the lab department and all other areas of the court.
- Maintain current CPR certification and complete annual required training hours.

### HOW TO APPLY FOR THE POSITION:

Please send a cover letter and resume by email, fax or mail.

**Email:** CourtServices@co.warren.oh.us  
**Mail:** Warren County Common Pleas Court  
520 Justice Dr.  
Lebanon, OH 45036