

**LORAIN COUNTY COMMON PLEAS COURT
POSITION DESCRIPTION**

Job Title:	Drug Testing Monitor/ Receptionist	FLSA Status:	Nonexempt
Department:	Adult Probation	Civil Service:	Classified
Supervisor:	Deputy Chief Probation Officer	Salary Range	\$12.50-\$15.87 per hour
Employment Status:	Full Time		

JOB PURPOSE AND OVERVIEW

The Drug Testing Monitor/ Receptionist position will ensure the validity of the drug testing procedure. The Drug Testing Monitor/ Receptionist will be responsible for all window duties which include: welcoming the public, answering the phone, signing in defendants for new referrals and scheduling appointments. The Drug Testing Monitor/ Receptionist position will also be responsible for filing, making new defendant folders and assisting the officers in other office duties when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

The following duties indicate the general nature and level of work performed by the Drug Testing Monitor/ Receptionist position. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of this position. Other duties may be required or assigned at anytime.

1. Document pertinent information related to testing (e.g., prescriptions, over the counter medicine, date of birth, SS#, etc.).
2. Monitor clients throughout the collection of the urine sample.
3. Process samples in accordance with department regulations.
4. Report and record test results.
5. Provide clerical assistance as required.
6. Perform general clerical duties related to office administration; types correspondence to the Court; prepares and verifies specialized forms.
7. Maintains filing and record systems within department; operates photocopy machine to provide copies of required documents.
8. Prepare outgoing mail when needed; answers telephone calls and transfers calls to proper individual and takes messages when needed.
9. Greets public and directs to desired person.
10. Completes the referral process, which includes the following duties:
 - sign new defendants in and give them correct packet to fill out.
 - assign to appropriate writer and assign appointment date and time.
 - make new defendant file.
11. Scan completed defendant's files.
12. Perform any and all other assigned duties as requested.

QUALIFICATIONS AND REQUIREMENTS

1. Must be able to read, write, speak and understand the English language.
2. Computer literate; Word, Excel, Outlook and Internet Explorer.
3. Must be able to complete work in a neat, precise and timely manner.
4. Must be able to type.
5. Must be able to efficiently and effectively manage time and organize workload.
6. Must be able to accept direction and instruction from supervisor.
7. Pleasant personality; ability to interact and maintain effective working relationships with other employees and other departments.
8. Must be able to handle stressful situations and clients displaying erratic and/or combative behavior.
9. Must be capable of adhering to State Standards and the policies and procedures of the Lorain County Adult Probation Department.
10. Must be able to effectively communicate with persons of all ethnic and socioeconomic backgrounds.
11. High School Diploma/GED or equivalent work experience.

PHYSICAL REQUIREMENTS

Position requires lifting and moving equipment and/or files. Position requires filing, word-processing, scanning, faxing, photocopying, and etc. Work on a regular up to 20 hour week, with additional time as necessary.

COURT EXPECTATION OF EMPLOYEE

In completing the duties and responsibilities of this position, the Court expects the incumbent will adhere to all court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

Signature of Employee

Date

Witness

Date