

**CUYAHOGA COUNTY COMMON PLEAS COURT
GENERAL DIVISION – JOB DESCRIPTION**

Job Title: Laboratory Assistant
Department: Probation

Reports To: Laboratory Manager
Starting Salary: \$ 32,422.78

SUMMARY

This position is in the classified civil service. Laboratory Assistants are also members of a voluntary recognition bargaining unit, which includes union dues. This position is located in the Drug Testing Laboratory of the Common Pleas Court's Probation Department and involves the collection and initial processing of urine samples to be tested for the presence of illegal drugs and/or alcohol. Specimens are obtained from Probation Department clients and outside agencies. This position works closely with the Laboratory Manager to ensure that strict adherence to laboratory protocols, policies, and procedures is maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES include accuracy and efficiency in the following:

1. Directly observing urine collections from offenders of the same sex (**females for this particular vacancy**) in accordance with established protocols;
2. Monitoring sign-in and identification of clients prior to specimen collection;
3. Perform pre-analytical specimen processing (e.g., numbering of specimens, etc.);
4. Performing a variety of other related duties as required.

The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. Other duties may be assigned.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must demonstrate the following:

1. Excellent interpersonal skills and the ability to communicate effectively, both orally and in writing, with Lab staff, Probation Department staff and other Court employees, outside agencies and the public;
2. Ability to communicate and elicit cooperation from offenders in order to check identification and obtain specimens for testing;
3. Ability to follow established collection and identification procedures;
4. Ability to report unusual incidents in writing;
5. Proficiency in spelling, grammar and simple math skills;
6. Attention to detail and accuracy and the ability to understand and follow instructions;
7. Effective time management, reliability and punctuality;
8. Ability to work collaboratively, constructively and positively in a team environment;
9. Ability to maintain sensitive and confidential information;
10. Ability to interact professionally on a regular basis with a diverse population within the Court's jurisdiction, including people from many different geographic, socioeconomic, religious, racial and ethnic backgrounds;
11. Professional appearance and demeanor.

EDUCATION and EXPERIENCE

Minimum of a high school diploma or equivalency required.

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PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here represent those an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires working in a laboratory environment. Potential exposure to communicable diseases, hazardous chemicals and potentially bio-hazardous specimens are controlled through standard safety precautions (e.g., gloves and fluid-resistant lab coats when necessary). This position requires direct observation of urine specimen collection with clients who may be uncooperative and/or potentially disruptive, requiring the ability to assess, de-escalate and remain calm and professional while appropriately responding to unpredictable, potentially volatile high risk situations. However, security is on the premises. Frequent contact occurs with laboratory staff and other Court personnel, defendants and other clients. Occasional contact may occur with judges and probation officers regarding specimen collection and/or results.

The normal hours of operation for the Court are from 8:30 a.m. to 4:30 p.m., Monday through Friday. However, the laboratory hours are currently 8:00 a.m. – 6:00 p.m. Monday – Thursday. During legal holiday weeks, the four (4) day schedule is 8:00 a.m. – 4:00 p.m. (Please note that laboratory hours and staff work hours are subject to change based on operational need.)

APPLICATION REQUIREMENTS

Proof of education and employment references will be required before final interview. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment. The selected candidate must successfully complete a probationary period. Applicants must submit a letter of interest and resume by **4:30 p.m., Friday, April 30, 2021**, to:

**Cuyahoga County Common Pleas Court
Gregory Popovich - Court Administrator
1200 Ontario Street
Justice Center 11th Floor
Cleveland, Ohio 44113**

(e-mail: infosys@cuyahogacounty.us)

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation may be available to qualified employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8560.

Equal Opportunity Employer- Smoke-free and Drug-free Workplace

Visit the Court's website:

<https://cp.cuyahogacounty.us/court-information/employment/>

or

Cuyahoga County's website:

www.cuyahogacounty.us