

**61<sup>st</sup> District Court**  
**LAB TECHNICIANS**  
**Two Part Time Positions**  
**Grand Rapids Employees Independent Union (GREIU)**

**POSITION DESCRIPTION:**       **One (1) Female and One (1) Male Lab Technician**  
These technicians would be observing urine specimen collections of same gender offenders for drug testing. Observers are required to be the same sex.

**POSTED DATE:**                   **Wednesday, November 28, 2018**

**APPLICATION DEADLINE:**   **Until position is filled**

**POSITION AVAILABILITY:**   **Immediate**

**CURRENT SALARY:**           **\$12.8777/hour**

**MINIMUM QUALIFICATIONS**

**Education:**

High school graduation or equivalent

**Position Hours:**

Approximately 15–25 hours per week. Must be available during the day on Monday through Friday and a few Saturday mornings. Early morning and afternoon hours with some ability to work around school class schedule.

*The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job*

**Other:**

Successful completion of Criminal and Employment Background investigation required.

**All interested parties should submit resume to the following address:**

Kent County Courthouse  
61<sup>st</sup> District Court  
Attn: Amy Young  
180 Ottawa Ave., NW, Suite 3200-A  
Grand Rapids, MI 49503

or

amy.young@grcourt.org

*No person shall, on the grounds of race, religion, color, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability, or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, or denied employment with the 61<sup>st</sup> District Court.*

## 61<sup>st</sup> DISTRICT COURT

### POSITION DESCRIPTION

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**JOB TITLE:** Urinalysis Technician

**REPORTS TO:** Urinalysis Lab Manager

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#### SUMMARY

**Monitors collection of urine specimens of same sex offenders.** Special operational skills, if required by a specific position, are generally acquired through on-the-job training. Tasks follow prescribed or well-established procedures and decisions are generally of a routine nature. Work is performed under close supervision and is reviewed by observation of results obtained.

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#### PRINCIPAL DUTIES AND RESPONSIBILITIES

Operate a computer, printer, facsimile machine, and photocopier.

Accept cash payments.

Prepares materials/paperwork for collection of urine specimens.

Monitors urine collection for misdemeanor and felony probationers.

Follows the established procedures for specimen collection, including personal observation of defendant.

Maintains chain of custody and testing documentation.

Sorts and files cards, documents, reports and other materials alphabetically, numerically, or by other established methods.

Performs basic clerical tasks such as basic data entry of case information in the case management system.

Performs bilingual skills if possessed for the public in non-courtroom settings.

Performs other duties as assigned by a Division Supervisor, Court Administrator, or Chief Judge.

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

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#### WORK REQUIREMENTS

Ability to accept direction and supervision.

Basic knowledge of word processing and data entry computer software.

Ability to skillfully and accurately operate a computer, printer, copier and facsimile machine.

Ability to understand and follow oral and written instructions and to communicate effectively in both mediums.

Ability to accurately perform basic clerical work.

Ability to work under stressful working conditions and to maintain work at a fast pace.

Ability to establish and maintain effective working relationships with court employees and the general public.

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### QUALIFICATIONS

**Education:** High school graduation or equivalent

**Experience:** None

*The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job*

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### CERTIFICATION OR LICENSURE

None.

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### PHYSICAL REQUIREMENTS

Frequently required to sit, stand, talk, or listen. Frequently required to walk; use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms. May be subject to sitting or standing for prolonged periods, reading reports, forms, and documents. Specific vision requirements include close vision and ability to adjust focus. May occasionally lift and/or move up to 25 pounds.

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### ENVIRONMENTAL CONDITIONS

Noise level variable. Temperature may fluctuate. Open office environment with limited privacy.

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*This position description does not constitute an employment agreement between the 61<sup>st</sup> District Court and the employee and is subject to change by the Court as the needs of the Court and requirements of the position change.*

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