

**Department of Probation & Court Services
18th Judicial Circuit Court - DuPage County
503 N. County Farm Rd., Wheaton
Job Opportunity**

Job Title: Drug Testing Technician	Job Code: 2191
Department: Probation & Court Services	Division: Adult
Schedule: Full Time – Monday through Friday	
Grade: 108	Salary: \$23,264 - \$26,000 (based on experience)
Contact: Beth Young	Phone: (630) 407-8412 Fax: (630) 407-8445

The responsibilities of this position include:

- Accompanies clients during collection of urine
- Ensures purity of sample
- Operates automated drug testing equipment
- Maintains logs of samples
- Performs quality checks and minor calibration on equipment
- Reports test results to appropriate parties
- Enters results into data base
- Maintains inventory and assists with supply orders
- Prepares written reports and records on an ongoing basis
- Assists with routine laboratory maintenance and clean up as needed
- May be called to testify in court

Requirements for this position include:

- Good knowledge of accurate record maintenance
- Some knowledge of ordering, stocking and inventory procedures
- Working skill in verbal and/or written communications
- Basic computer and data entry skills

Department of Probation & Court Services is an Equal Opportunity Employer