



Hamilton County, Ohio  
Court of Common Pleas  
**Job Opportunity**  
An Equal Opportunity Employer

Posting Number: 49-63  
Date Posted: August 16, 2021  
Deadline to Apply: Open Until Filled

**POSITION: Specimen Collector (Part-time)**

**DEPARTMENT:** Hamilton County Court of Common Pleas – Probation Department  
**LOCATION:** 800 Broadway, Cincinnati, OH 45202  
**WORK HOURS:** Up to 20 hours per week (part-time)  
(Approximately 4 hours per day, Monday – Friday, between the hours of 8:00 a.m. – 4:00 p.m.)  
**FLSA STATUS:** Hourly/Non-Exempt  
**SALARY:** \$16.12 per hour

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

*Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities as listed in the job description. An example of an acceptable qualification for this position is:*

A high school diploma, or its equivalent, is required. A Collector must be of the same gender as the individual providing the specimen, therefore depending on staff levels and need, applicants may be required to be a particular gender. **At this time, there is a need for a male Specimen Collector so applicants must be male.** Previous experience in a lab collection environment or with the Court system is preferred.

Must successfully complete a background investigation which includes a polygraph examination.  
(To obtain a copy of the job description, please send your request to the e-mail address listed below.)

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

This position is responsible for conducting directly observed urine specimen collection from individuals on probation or as ordered by the Court. The purpose of the testing is to identify the presence of drugs of abuse. This position must ensure that all proper procedures are followed regarding the collection of the specimens. Monitors the urine specimen collection process from beginning to end to ensure proper procedures are followed. Assists with the check-in process to verify the identity of the individual before a specimen is obtained. Responsible for the directly observed collection of urine specimens from individuals of the same gender. Closely monitors urine specimen collection to prevent specimen adulteration or the use of products to falsify urine testing. Checks that all specimens are labeled correctly and completes all necessary documentation. Preserves restricted access to equipment, records, collection area, and specimens. Works cooperatively with the other Specimen Collectors to ensure all testing is completed promptly and efficiently. Enters data into CMS (Court Management System). Informs the Probation Officer Supervisor immediately if a probationer attempts any form of specimen adulteration. Keeps collected specimens in an organized manner and packages the specimens properly for transport to the lab. Responsible for maintaining a proper inventory of drug screen supplies. Maintains strict confidentiality of all information regarding specimen collection, probationers, test results, and any other confidential probation information. May be asked to perform other tests or collections. Performs related duties as required.

**HOW TO APPLY FOR THE POSITION:**

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

**E-mail:** [HRCourt@cms.hamilton-co.org](mailto:HRCourt@cms.hamilton-co.org)  
**Fax:** (513) 946-5809  
**Mail:** Hamilton County Courthouse  
ATTN: Krista Ventre  
1000 Main Street, Room 410  
Cincinnati, OH 45202