

Centennial Mental Health Center, Inc.  
**Job Description**

<b>Job Title:</b>	Drug Testing Technician	<b>Job Class:</b>	Program Support
<b>Reports to:</b>	Office Coordinator	<b>Grade:</b>	1
<b>Status:</b>	Non-Exempt		

**POSITION SUMMARY**

Performs general office and clerical duties required to support functions of the assigned location(s).

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Monitors male clients providing urinalysis samples for drug testing.
2. Performs other drug testing procedures.
3. Greets visitors, ascertains nature of business, and conducts visitors to appropriate person.
4. May schedule appointments for direct service providers.
5. May answers telephone and give information to callers or route calls to appropriate official.
6. Transcribes reports on a personal computer or typewriter from either handwritten notes or machine recording.
7. Composes and types routine correspondence as assigned.
8. Maintains files and records systems in accordance with Center standards, files correspondence and other records.
9. Performs data entry as needed.
10. Copies correspondence or other printed matter.
11. Performs other job duties as assigned.

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**JOB REQUIREMENTS**

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**EDUCATION**

High School Diploma or equivalent required; college level course work in business administration and secretarial functions preferred.

**EXPERIENCE**

One year of experience in office setting preferred; education and strong background in customer service related field may be substituted for this.

**ABILITIES, KNOWLEDGE, SKILLS**

Knowledge of general office procedures and secretarial skills. Computer literacy to include basic skills in e-mail communication and word processing. Proficiency with office equipment including, but not limited to, multi-line phone systems, fax machines, and photocopy machines. Excellent telephone and verbal communication skills required.