

SUPERIOR COURT OF DEKALB COUNTY, GEORGIA

STONE MOUNTAIN JUDICIAL CIRCUIT

4TH JUDICIAL ADMINISTRATIVE DISTRICT

Accountability Courts –Lab Technician

Closing Date: Open Until Filled

Purpose of Classification:

The purpose of this classification is to manage all functions of the Accountability Court Lab.

Essential Functions:

Conducts urine drug screens or other tests on court program participants and other clients as requested

Receives orders for and/or orders urine drug screens

Observes and collects specimens

Calibrates analyzer; scans specimens and loads into analyzer; operates analyzer; refills reagents as needed; and evaluates, documents and forwards results.

Performs frequent checks of safety stations, balances, instrumentation, etc.

Prepares and processes participant drug screen results within designated time frames (per established procedures)

Record/enter data into computer systems; logs, tracks, or maintains records; compiles data for further processing or for use in preparation of department reports (file, maintains, and stores hardcopy records)

Maintains cleanliness of laboratory; follows safety and infectious disease control policies and procedures; sterilizes work surfaces and equipment; and disposes of hazardous waste in accordance with the department's waste management plan

Maintains proper chain of custody and control of collected specimens; and stores, seals, identifies and mails specimens in accordance with established procedures and protocols

Maintain chain of custody protocols in preparing specimens to be shipped for additional testing via a third party confirmation lab

Maintain relationships with various vendors, service agents, etc. to ensure the lab maintains compliance as well as stay abreast of current drug trends and drug testing technology

Maintains inventories of supplies, forms, and equipment; ensures availability of adequate supplies to complete work activities

Performs and record preventative maintenance and instrument checks; prepares and forwards purchase requisitions for needed materials, equipment, and supplies; and receives/distributes incoming supply shipments

Create weekly/monthly/quarterly schedules for participant screening

Minimum Educational Requirements:

High school diploma or GED; two years medical laboratory assistant experience, or a related field. Successful completion of a Medical Laboratory Technician program. Must possess current certification as a Medical Laboratory Technician by accrediting agency. Cardiopulmonary resuscitation (CPR) certification is also required. An equivalent combination of education and/or experience will be considered.

Skill Requirements:

Excellent verbal, listening and written communication skills, including ability to effectively communicate with internal and external customers

Effective conflict resolution and negotiations skills

Effective stress and time-management skills

Basic computer proficiency (MS Word, MS Outlook, Internet, etc.)

Sound work ethics, fairness, and cultural sensitivity

To Apply:

Submit letter of interest and resume, including professional references identifying both current and former immediate supervisors to: SC.JOBS@DEKALBCOUNTYGA.GOV. No phone calls please.