

**TENTH JUDICIAL CIRCUIT
POLK, HIGHLANDS AND HARDEE COUNTIES
JOB ANNOUNCEMENT**

JOB TITLE: **Lab Technician**

JOB LOCATION: **Polk County Courthouse
Problem Solving Courts**

WORK SCHEDULE: **40 Hours per week**

SALARY: **\$13.08 per hour**

CLOSING DATE: **Open until filled**

MAJOR FUNCTION:

Performs specimen collection for **FEMALE CLIENTS** referred to the Drug Court Program for drug and alcohol screening. Works under the supervision of the Laboratory Coordinator and Assistant Lab Coordinator. As a Drug Screen Monitor you will take on the responsibility for gender specific urine collections under direct observation. You will utilize the instruments as necessary to determine if the urine sample collected is appropriate for testing. As a Drug Screen Monitor, you are accountable for correctly creating and completing the Chain of Custody form according to protocol. Duties include billing collected urine to the appropriate program, delivering collected urine specimen to designated area of laboratory for testing, restocking daily supplies, and maintaining a clean work area throughout the day. Miscellaneous duties may arise as program needs change.

ILLUSTRATIVE DUTIES:

- Works directly for Lab Coordinator and Assistant Laboratory Coordinator.
- Performs urine collection of same gender clients.
- Proper storage of positive specimens in accordance with lab policy.
- Disposes of specimens in accordance with lab policy.
- Ability to travel to off-site referring agencies for collections of specimens.
- Attention to detail.

- Computer efficient.
- Ability to work in a fast paced environment.
- Ability to deal with clientele from various referral sources in an appropriate manner while maintaining professionalism.
- Performs other duties as directed.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to communicate clearly, both orally and in writing. Ability to get along with others. Knowledge and understanding of basic lab procedures or ability to learn. Experience in medical lab preferred, but not necessary.

MINIMUM QUALIFICATIONS

High school education required. Knowledge of basic medical vocabulary and experience in basic laboratory operations. DATIA certified collector certification required within six months of hire.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Interested applicants must complete a State of Florida application form and submit it no later than the closing date indicated above to:

**Stephanie Sullivan
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: (863) 534-4035
Fax: (863) 534-4699
TDD: (863) 534-7777
Ssullivan@jud10.flcourts.org**

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.