



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

JOB TITLE: Assistant Lab Coordinator
SALARY: \$37,000.00/annually
CLOSING DATE: Open until Filled
WORK SCHEDULE: Monday through Friday
JOB LOCATION: Polk County Courthouse

GENERAL DESCRIPTION

This position assists the Lab Coordinator with overseeing the daily operations of the Janet A. Essary Drug Testing Lab. This position is responsible for reviewing and reporting the results of drug and/or alcohol screening. This position may be required to testify in court as needed as it relates to the results and/or procedures completed for the drug screen. The person selected for this position will be responsible for monitoring and analyzing expenditures and operating budgets; performing advanced administrative support functions; and must exercise complete discretion with any and all information deemed to be sensitive and/or confidential.

EXAMPLES OF WORK PERFORMED

NOTE: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assists the Lab Coordinator with daily laboratory operations and serves as the Lab Coordinator in their absence;
- Operates the drug testing system including routine maintenance on the AU680 instrument;
- Performs maintenance on the water filtration system;
- Ensures that Chain of Custody Forms and the drug screen results are filed and distributed appropriately;
- Oversees disposal of specimens in accordance with lab policy and procedures;
- Performs urine collection as needed;
- Testifies in court, as required;
- Provides customer service to internal and external customers;
- Communicates with various vendors;
- Performs inventory of supplies and completes purchase requisitions as needed;

- Responsible for monthly billing for referring agencies
- Conducts research as requested, such as statistical assessments; gathers and analyzes information/data to support periodic and special reports for the area of responsibility;
- Responsible for training on the lab reporting software (Paracelsus);
- Ensures staff has complete the DATIA certification training, CJIS training; and other applicable training as required;
- Attends court, meetings and trainings as applicable;
- Other duties as assigned

KNOWLEDGE, ABILITY AND SKILLS

Knowledge of the organization and function of the court system; knowledge and understanding of laboratory policies, procedures and operations including medical vocabulary, drug testing procedures and results; proficiency in Microsoft 365 and other various applications.

The person chosen for this position must also possess the ability to:

- Conduct matters with integrity, discretion and confidentiality;
- Perform supervisory responsibilities;
- Communicate clearly and concisely, both orally and in writing;
- Perform job duties timely and efficiently in a high-energy/fast paced working environment;
- Interact courteously and professionally with emotionally upset and/or demanding individuals;
- Take direction and follow instructions implicitly;
- Correctly prioritize and complete multiple tasks simultaneously;
- Compute simple statistics and mathematics such as percentages;
- Display exemplary listening and comprehension skills;
- Lift heavy packages up to 50 lbs. to a height of three (3) to four (4) feet for the purpose of moving, transporting and/or delivering them to their required location as required.

MINIMUM QUALIFICATIONS

- High school diploma; an equivalency diploma issued by a state department of education or by the United States Armed Forces Institute, or a qualifying score on the Division of Personnel Education Attainment Comparison Test may be substituted for a high school graduation.
- Minimum of two (2) years' experience in the court system and/or forensic lab is preferred.

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 job 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.