



## Lab Technician (2239)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 7

Safety-Sensitive: No

\*\*Grant-funded position.\*\*  
Subject to funds availability.

### Purpose

The purpose of this classification is to facilitate drug testing and analysis for the Ogeechee Judicial Circuit Accountability Court program and its participants.

### Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

### Typical Duties

Collects and analyzes samples for drug testing purposes: administers drug screens; operates, calibrates, and maintains Thermo Fisher Analyzer; analyzes both urine samples and control samples; completes daily equipment start-up and shut-down procedures; collects urine samples from multiple outlying treatment sites; collects positive samples from multiple counties and ships to forensic lab for confirmation.

Maintains inventory of drug testing products: orders and monitors inventory of drug testing products; provides needed supplies to multiple treatment sites and law enforcement representatives within the Circuit.

Performs clerical functions: documents drug screen "no shows"; records and monitors AA/NA/Community support meetings; reviews, prepares, or maintains reports and other documents; performs general office filing.

Performs other related duties as required.

### Minimum Qualifications

High school diploma or GED required; supplemented by one year of experience in providing routine administrative or clerical support; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Experience with drug testing equipment is a plus.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license.

### Performance Aptitudes

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

#### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

Created July 2022