

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



LAB TECH – P/T

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| JOB CODE: 39021 | PAY GRADE: 8 | PAY RANGE: \$16.23/HOUR |
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GENERAL DESCRIPTION

Under the direction of a supervisor this position is responsible for the observation, collection, testing and reporting of results obtained through the urinalysis testing of clients on probation or referred for substance abuse testing by various offender programs. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Verify donor identity utilizing various databases and or legal identification;
- Observes clients in the collection of urine specimens to maintain the integrity of the sample;
- Assists in the proper storing and disposal of specimens;
- Follows established procedures and protocols of observed urine collection and chain of custody;
- Testifies in court relating to cases in which client's specimens have been collected and tested and are being contested;
- Maintains accurate records of all urine samples performed;
- Operates various types of lab equipment used in the collection of urinalysis specimens;
- Set up, clean, and maintain laboratory equipment;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



QUALIFICATIONS

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education AND three (3) years' related experience
- Or equivalent combination of education and experience
- Obtain Medtox certificate within 12 months of hire
- An accuracy score of 80% on data entry
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to operate various types of lab equipment used in the collection and testing of urine samples
- Ability to communicate in an effective manner during uncomfortable situations as well as when testifying during a court proceeding
- Ability to work with the public encompassing all types of behaviors
- Knowledge of the proper methods of handling bodily fluids
- Knowledge of drug terminology
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 1 hour per day
- Stand up to 4 hours per day
- Walk up 3 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally lift up to 20 lbs.
- Lift up to 25 lbs.
- Occasionally bend or reach
- Occasionally kneel or twist
- Occasionally squat