

CUYAHOGA COUNTY COMMON PLEAS COURT GENERAL DIVISION – JOB DESCRIPTION

Job Title: Laboratory Technologist
Department: Probation

Reports To: Laboratory Manager
Starting Salary: \$53,414.40

SUMMARY

This position is in the classified service. Laboratory Technologists are also members of a voluntary recognition bargaining unit, which includes union dues. This position is located in the Drug Testing Laboratory of the Common Pleas Court's Probation Department and involves the accurate analysis of collected urine samples for the presence of illegal drugs and/or alcohol. Specimens are obtained from Probation Department clients and outside agencies. This position works closely with the Laboratory Manager to ensure that strict adherence to laboratory protocols, policies and procedures is maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES include accuracy and efficiency in the following:

1. Performing analysis of collected specimens in accordance with established protocols;
2. Maintaining quality control and instrument calibration and maintenance;
3. Directly observing urine collections from offenders of the same sex in accordance with established protocols when required by staffing issues;
4. Following the Laboratory's procedures for specimen handling and processing, test analysis, reporting of results and maintaining records of test results;
5. Performing a variety of other related duties as required.

The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. Other duties may be assigned.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must demonstrate the following:

1. Excellent interpersonal skills and the ability to communicate effectively, both orally and in writing, with Lab staff, Probation Department staff and other Court employees, outside agencies and the public;
2. Ability to communicate and elicit cooperation from offenders in order to check identification and obtain specimens for testing;
3. Ability to follow established collection and identification procedures;
4. Ability to operate and maintain all Laboratory equipment;
5. Proficiency in spelling, reading, grammar and simple math skills;
6. Attention to detail and accuracy and the ability to understand and follow instructions;
7. Effective time management, reliability and punctuality;
8. Ability to work collaboratively, constructively and positively in a team environment;
9. Ability to maintain sensitive and confidential information and the highest ethical standards;
10. Professional appearance and demeanor consistent with the standards and expectations of the Court.

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EDUCATION and EXPERIENCE

Minimum Requirements: Associate degree and certification as a Medical Laboratory Technician [MLT(ASCP) or MLT(AMT)] or equivalent certification from a recognized credentialing agency; **OR** Bachelor of Science degree in chemistry or biological sciences.

Preferred: Bachelor of Science degree in a chemical, physical or biological science, CLS (Clinical Laboratory Scientist) or certification as a Medical Laboratory Scientist [MLS(ASCP)] or Medical Technologist [MT(ASCP)] or CLS(ASCP) or equivalent certification from a recognized credentialing agency.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here represent those an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires working in a laboratory environment. Potential exposure to communicable diseases, hazardous chemicals and potentially bio-hazardous specimens are controlled through standard safety precautions (e.g., gloves and fluid-resistant lab coats when necessary). This position may infrequently require contact (e.g., observation of specimen collection) with clients who may be uncooperative and/or disruptive, requiring the ability to assess, de-escalate and appropriately respond to unpredictable and potentially volatile and high-risk situations. However, security is on the premises. Frequent contact occurs with other laboratory staff and other Court personnel, other agencies, criminal defendants and other clients. Occasional contact may occur with judges and probation officers regarding specimen collection and/or results.

The normal hours of operation for the Court are from 8:30 AM to 4:30 PM, Monday through Friday. This position requires some work beyond normal hours, including evenings and weekends to cover extended laboratory hours (currently 8:00 a.m. – 6:00 p.m. Monday – Thursday and 7:30 a.m. – 3:30 p.m. on Friday).

APPLICATION REQUIREMENTS

Proof of education and employment references will be required before final interview. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check, finger printing and drug testing for employment. The selected candidate must successfully complete a six month, 180-day probationary period. Applicants must submit a letter of interest and resume:

Cuyahoga County Common Pleas Court
Gregory Popovich - Court Administrator
1200 Ontario Street
Justice Center 11th Floor
Cleveland, Ohio 44113
(e-mail: infosys@cuyahogacounty.gov)

This position will remain open until filled

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All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation may be available to qualified employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8562.

Equal Opportunity Employer- Smoke-free and Drug-free Workplace

Visit the Court's website:

<https://cp.cuyahogacounty.us/court-information/employment/>

or

Cuyahoga County's website:

www.cuyahogacounty.gov