

Seventh District Accountability Court Lab Technician Job Description

Position Summary: Responsible for the overall operations and administration of the Seventh District Lab. Under limited supervision, performs work of moderate difficulty of testing specimens for illegal substances, manages inventory and budget, conducts research and performs related work as required.

Essential Duties and Responsibilities: (This is not a comprehensive list of all of the duties/responsibilities.)

- *Conducts quality-controlled urine analysis through Indiko Plus and MedTest BS 480 analyzers.
- *Develop and adhere to forensic drug lab standard operating procedures.
- *Performs calibration and quality control on analyzers.
- *Sends specimen samples to independent labs for further testing.
- *Maintains log of all samples.
- *Reports tests results to appropriate parties.
- *Maintains inventory and orders supplies.
- *Performs routine laboratory maintenance and clean up.
- *Manages part time personnel.
- *Manages lab budget and billing.

Knowledge of:

- *Standard laboratory operating procedures and standards.
- *Routine laboratory testing techniques.
- *Accurate record maintenance.
- *Accountability courts.

Skill in:

- *Following multiple, detailed procedures.
- *Attention to detail.
- *Maintaining confidentiality.
- *Working under pressure.
- *Good communication skills.

Experience

One year experience using drug testing analysis equipment in a laboratory environment preferred.

This is a (48) month grant funded, non-civil service/merit system position, starting February 4, 2019. Starting salary is \$40,000. To apply, please send your resume and cover letter to the District Court Administrator at jovercash@7jad.com. The closing date for this position is January 11, 2019.