

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## SENIOR LAB TECH

<b>JOB CODE: 30022</b>	<b>PAY GRADE: 10</b>	<b>PAY RANGE: \$34,200 - \$54,720</b>
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### GENERAL DESCRIPTION

Under the direction of a supervisor this position is responsible for the daily operations of the collection, testing, storage, destruction 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

- Coordinates the collection of urine specimens to maintain the integrity of the sample;
- Oversees the proper storing and disposal of specimens;
- Ensures established procedures and protocols are followed for 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;
- Communicates regularly with judges, the court system and various substance abuse programs;
- Maintains accurate records of all urine screens performed; assure prescribed drug log is completed correctly;
- Set up, maintain and calibrate the various types of lab equipment used in the collection of urinalysis specimens in accordance with manufacturer's specifications;
- Orders and maintains supplies;
- Trains others in the proper collection, testing and storage of urine specimens;
- Remain current with changing trends in the use of abused drugs;
- Remain current with analyzer manufacturer's procedure changes;
- Maintain inventory of lab chemicals/supplies and submit orders as needed;
- Reviews and develops policies/procedures applicable to the collection of specimens;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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 Diploma or G.E.D.
- One (1) year experience related field
- Certifications in MEDTOX E-Z Screen, V-Twin Operator, and DOT
- Must possess a valid Florida driver's license

## 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
- Ability to multi-task, work with multiple samples, projects at the same time without becoming frustrated, disorganized or lose attention to detail
- Knowledge of the proper methods of handling bodily fluids
- Knowledge of drug terminology
- Ability to write accurate reports, develop policy/procedures and training materials
- 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
- Continuously lift up to 10 lbs.
- Frequently lift up to 20 lbs.
- Occasionally lift up to 25 lbs.
- Continuously bend or reach
- Frequently kneel or twist
- Occasionally squat