

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## SENIOR LAB TECH

<b>JOB CODE: 30022</b>	<b>PAY GRADE: 13</b>	<b>PAY RANGE: \$43,691 - \$69,907</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:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary  
Ensure subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- 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;

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- 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.

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 One (1) year related experience AND two (2) years' supervisory experience
- Or equivalent combination of education and experience
- Certifications in MEDTOX E-Z Screen, V-Twin Operator, and DOT
- 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
- 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
- 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