



**SUPERIOR COURT OF DEKALB COUNTY GEORGIA**  
DeKalb County Accountability Courts  
Lab Technician Position

**Closing Date: Friday, September 17, 2021**

**Essential Duties and Responsibilities:**

Collects and prepares laboratory samples or specimens, schedules and performs standard tests and analyses, maintains laboratory supplies and equipment, tracks and maintains control of samples and specimens, observes safety rules, assists in disposal of hazardous laboratory materials. The lab technician further screens all Accountability Court participants (and other agencies) for programmatic compliance purposes. Then purpose of the urine testing is to ensure program participants are abstaining from the use of legal and illegal drugs and/or alcohol.

- Conducts urine drug screens or other tests on court program participants and other clients as requested.
- Receives orders for and/or orders urine drug screens.
- Observes and collects specimens.
- Calibrates analyzer; scans specimens and loads into analyzer; operates analyzer; refills reagents as needed; and evaluates, documents and forwards results.
- Performs frequent checks of safety stations, balances, instrumentation, etc.
- Prepares and processes participant drug screen results within designated timeframes (per established procedures).
- Record/enter data into computer systems; logs, tracks, or maintains records; compiles data for further processing or for use in preparation of department reports (file, maintains, and stores hardcopy records).
- Maintains cleanliness of laboratory; follows safety and infectious disease control policies and procedures; sterilizes work surfaces and equipment; and disposes of biohazardous waste in accordance with the department's waste management plan.
- Maintains proper chain of custody and control of collected specimens; and stores, seals, identifies and mails specimens in accordance with established procedures and protocols.
- Maintain chain of custody protocols in preparing specimens to be shipped for additional testing via a third party confirmation lab.
- Maintain relationships with various vendors, service agents, etc. to ensure the lab maintains compliance as well as stay abreast of current drug trends and drug testing technology.
- Maintains inventories of supplies, forms and equipment; ensures availability of adequate supplies to complete work activities.
- Performs and record preventative maintenance and instrument checks; prepares and forwards purchase requisitions for needed materials, equipment and supplies; and receives/distributes incoming supply shipments.

- Create weekly/monthly/quarterly schedules for participant screening.
- May serve as a lead Technician by assisting with training of new Technicians.

## **Education/Work Experience Requirements:**

### **Minimum Requirements:**

High school diploma or GED; two (2) years medical laboratory assistant experience or a related field. Successful completion of a Medical Laboratory Technician program. Must possess current certification as a Medical Laboratory Technician by accrediting agency. Cardiopulmonary resuscitation (CPR) certification is also required. An equivalent combination of education and/or experience will be considered.

### **Skill Requirements:**

- Excellent verbal, listening and written communication skills, including ability to effectively communicate with internal and external customers.
- Effective conflict resolution and negotiation skills.
- Effective stress and time management skills.
- Basic computer proficiency (MS Word, MS Outlook, Internet, etc.)
- Sound work ethics, fairness and cultural sensitivity.

### **Application Instructions:**

Please submit a cover letter, resume, salary summary and references to the Accountability Courts Director, Lasheika Kassa at [lfkassa@dekalbcountyga.gov](mailto:lfkassa@dekalbcountyga.gov) and copy Deputy Director, Connie Morris at [cfmorris@dekalbcountyga.gov](mailto:cfmorris@dekalbcountyga.gov). All information should be submitted by close of business, Friday, September 17, 2021. **NO PHONE CALLS PLEASE.**