



**SUPERIOR COURT OF FULTON COUNTY
COMPETITIVE JOB ANNOUNCEMENT FOR THE POSITION OF:**

MEDICAL LABORATORY TECHNICIAN

(CURRENT VACANCY IN THE ACCOUNTABILITY COURTS DIVISION)

Grant Funded, Part-time 20 hours a week

\$11.53 hourly

CLOSING DATE: JANUARY 9, 2015

QUALIFICATIONS: Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; and one (1) year clinical and didactic laboratory training; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

EXAMINATION: The examination will consist of an evaluation of education and experience accomplished by analysis of the application. Application must document that the applicant possesses the minimum knowledge, skills, education and experience as listed to be rated as qualified. If selected, an official, accredited college transcript is required for all degrees/course work used to qualify for this position.

JOB SUMMARY: Incumbent in this class performs defined duties related to conducting basic laboratory test sampling and maintaining laboratory equipment and supplies. Responsibilities include performing, recording, and reporting laboratory tests; checking equipment temperatures; and preparing and maintaining supplies.

ESSENTIAL DUTIES: Performs routine laboratory tests, such as urinalysis and phlebotomies, and collects and centrifuges blood samples. Checks and records daily temperature of incubators, freezers, and refrigerators. Collects blood and other specimens for testing. Cleans, maintains, and sets up laboratory and medical equipment. Records and reports laboratory results. Checks patient's vital signs, including height, vision, and hearing. Organizes and maintains supply inventory and schedules patient's appointments. Initiates databases and intake procedures. Stores and transports specimens and related paperwork. Assists clinicians with patient examinations and completion of laboratory procedures. Cleans and maintains medical laboratory and related equipment.

KNOWLEDGE: Principles and practices of medical ethics and related conduct; Medical terminology; Basic laboratory solutions, media, and quality control; Methods and techniques used in blood collection; Basic hematology, serology, blood banking, and urinalysis procedures; Practices and procedures used in the proper handling of chemicals and hazardous wastes; Occupational hazards and safety regulations related to medical laboratory work; Personal computers and related software.

SKILLS: Performing basic laboratory procedures for hematology, serology, blood banking, and urinalysis; Operating an autoclave and other laboratory equipment; Collecting blood samples from Human Immunodeficiency Virus (HIV) and hepatitis patients; Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software; Establishing and maintaining effective working relationships with other County personnel, officials, and the general public; Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

TO APPLY: Resumes with letters of interest may be sent to the Superior Court Administrator's Office, 136 Pryor Street, Suite 640, Atlanta GA 30303 or emailed to SCA.BusinessOffice@fultoncountyga.gov by **JANUARY 9, 2015.**

It is the policy of Fulton County that there will be equal opportunity for every citizen, employee and applicant, based upon merit without regard to race, color, religion, national origin, gender, age, disability or sexual orientation.