

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: LAB TECHNICIAN - aDDAPT

Posting# 3355-0816md

REQUIRED ATTACHMENTS TO APPLICATION:

- **Supplemental Documents:** *Supplemental Questionnaire*
- A **typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

STARTING SALARY: Step 17; \$1,098 bi-weekly / \$13.73 per hour

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: August 10, 2016

CLOSING DATE: August 24, 2016

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under general supervision of a Program Coordinator-aDDAPT, performs clerical and basic laboratory work in conducting forensic quality analysis and preliminary testing for drugs and alcohol in order to provide reliable data to requesting programs and agencies.

DUTIES INCLUDE:

Follows chain-of-custody and Utah County Division of Substance Abuse Drug Testing Laboratory processes in performing immunoassay screening for drugs of abuse.

Observes client during the process of providing a urine sample in order to prevent tampering of specimen.

Operates and maintains the V-twin Biochemical analyzer according to strict methodologies.

Analyzes, reviews and interprets data in accordance with the Substance Abuse Mental Health Services Administration (SAMHSA) mandatory guidelines and other regulatory organizations.

Enters client information and testing results into data base ensuring strict confidentiality of client information.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: drug screening analysis and specimen validity testing of urine samples including interpretation of numeric readings/ratios; HIPPA and other laws and regulations relevant to work performed; current drug use trends; standard office procedures.

Skill in: reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.

Ability to: maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow general instructions; maintain professionalism while working with clientele from diverse circumstances and backgrounds.

REQUIREMENTS FOR EMPLOYMENT:

Bachelor's degree in biology or a related science OR high school diploma or equivalent and two (2) years of work experience in a laboratory, clinical, medical or other related setting. Applicants must pass a typing test at or above the rate of 40 WPM net. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.