

## **TIME LIMITED – NON BENEFITTED POSITION**

The Utah County Department of Drug and Alcohol Prevention and Treatment has the following position open:

**JOB TITLE:** UA Lab Technician  
**SCHEDULE:** Schedules and shifts vary  
Hours of Operation – Monday-Friday 8am-6pm, Saturday 8am-12pm

### **JOB SUMMARY**

Under general supervision of a Program Coordinator-UA lab, collects samples from clients, enters data into laboratory software program. Prepare and load samples into the V-twin biochemical analyzer. Complies with laboratory policies and procedures, assists clients from the time they enter the laboratory until the time they leave.

### **PRIMARY FUNCTIONS**

Follows chain-of-custody and Utah County Department of Drug and Alcohol Prevention and Treatment 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. Enters client information and testing results into data base ensuring strict confidentiality of client information. Prepares and loads samples into the V-twin biochemical analyzer.  
Stocks all supplies in the lab and the restrooms.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Working Knowledge of:** Various computer programs.

**Skill in:** Reading, writing, basic math; operating standard office equipment; data entry.

**Ability to:** Maintain cooperative working relationships with co-workers, clients and those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow general instruction; maintain professionalism while working with clientele from diverse circumstances and backgrounds.

### **PHYSICAL DEMANDS**

**Regularly:** Sits at a desk or table; walks, stands or stoops; uses full spectrum vision including identifying and distinguishing color and adjusting focus; uses tools or equipment requiring a high degree of dexterity and hand/eye coordination.

**Occasionally:** lifts or otherwise moves objects weighing up to 25 pounds.

### **WORKING CONDITIONS**

Work is performed in an environmentally controlled building. Work exposes the incumbent to hazardous chemicals and requires the use of protective gear such as glasses, gloves and lab coat. Work exposes the incumbent to individuals that may be angry, agitated, or otherwise upset.

### **EDUCATION AND EXPERIENCE**

High school diploma, prefers previous experience in a laboratory setting, but not required. Selected applicants are subject to, and must pass, a background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

**If you are interested in this position** please submit an Utah County Job Application to:

Michael La Giglia

Phone: (801) 851-7162

email: [michaell@utahcounty.gov](mailto:michaell@utahcounty.gov)

Fax: (801) 851-7102