



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Lab Technician [Classified Competitive]</b>			Salary <b>A12 \$36,747.64-\$51,360.58</b>
Posting Number <b>277-20</b>	Position Number <b>950400 and 920468</b>	Number of Positions <b>2</b>	Posting Period * From: <b>09/17/2020</b> To: <b>10/01/2020</b>
Location: <b>Northern Regional Medical Examiner Office Toxicology Laboratory 325 Norfolk Street, Newark</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

Uses appropriate personal protective equipment (PPE) and observes proper laboratory safety policy. Performs specimen receiving for workplace drug testing and postmortem toxicology specimens; ensures that specimens submitted to the laboratory satisfy acceptance criteria and that chain of custody documentation is completed to ensure specimen integrity and confidentiality. Performs specimen accessioning in the laboratory information management system (LIMS); enters patient demographic information, generates unique laboratory number labels and applies labels to specimen containers to ensure subsequent specimen identification throughout the testing phases. Performs specimen management and transfers specimens among various secure storage areas in the laboratory; prepares testing aliquots for initial screening of urine specimens by Enzyme Multiplied Immunoassay Technique for drugs, urine specimen validity testing by pH and Specific Gravity, and blood specimens by Enzyme Linked Immunosorbent Assay. Performs instrument maintenance using instrument manufacturer and/or laboratory standard operating procedures; performs instrument/assay calibrations to verify that analytical instrumentation performance meets manufacturer/laboratory standard operating procedure specifications. Prepares and validates reagents, standards, calibrators and controls using standard operating procedures to ensure accuracy/reliability of analytical results. Maintains essential records, reports and files associated with case work; generates worklists using the laboratory information management system; obtains and records analytical test results and generates analytical test reports; documents chain of custody contemporaneously for every specimen, aliquot and extract, and maintains chain of custody documentation with every test batch; files all complete records by test/assay for in-house storage; archives older records for off-site storage. Utilizes established quality control and quality assurance procedures of the laboratory; analyzes quality control samples with every assay; obtains and records quality control data and generates monthly quality control charts; recognizes errors and deviations in quality control in a timely fashion and performs corrective action prior to releasing test results. Performs sample preparation and analysis of specimens and evidence for specific toxic chemicals, drugs of abuse and other substances following laboratory standard operating procedures. Maintains inventory of supplies and orders supplies as needed to maintain adequate stock and perform other duties as needed.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Successful completion of 60 semester hour credits from an accredited college or university which shall have included 24 semester hour credits in the biological and/or physical sciences.

**NOTE:** Successful completion of a certificate program in Clinical Laboratory Technology may be substituted for the above education.

**NOTE:** Applicants who do not possess the required credits or certificate in Clinical Laboratory Technology may substitute two (2) years of experience as a technician in a public health, hospital, clinical, or research laboratory performing bacteriological, chemical, histological, serology, and/or virological tests.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

***PSTSME@doh.nj.gov***

- Mail the required documents to:

**Jill Velez, Administrative Analyst 3  
Office of the State Medical Examiner**

### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*