

# JOB OPENING

## Troup County Government

<b>Position:</b>	Drug Lab Assistant/Screeners (PT)	<b>Department:</b>	Court Services	<b>Salary:</b>	\$14.00/Hr
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This position is responsible for assisting the Lab Administrator in collecting and preparing laboratory samples, scheduling and performing standard tests and analysis, maintaining and tracking laboratory supplies and equipment, tracking and maintaining control of specimens, performing lab related clerical duties and observing safety rules for Troup County Government Center drug screening laboratory. Frequent observed monitoring of urine drug screens (same sex) will be required.

### Qualifications/Knowledge:

- ⇒ Must have a current valid driver's license
- ⇒ High school diploma or GED; successful completion of a medical laboratory technician program preferred
- ⇒ A minimum of one year medical laboratory assistant experience or related field is desired
- ⇒ Any combination of education and experience that provides the required knowledge and skills will be considered
- ⇒ Excellent verbal, written and interpersonal communication skills
- ⇒ Must complete and be certified in Siemens lab equipment training once hired
- ⇒ Must be detail-oriented and possess the ability to work in a fast-paced environment under limited supervision
- ⇒ Must be familiar with HIPAA and Federal Confidentiality Rule 42CFR Regulations
- ⇒ Ability to maintain confidentiality and exercise discretion in performing assigned duties
- ⇒ Ability to relate to all individuals regardless of economic status, race, religion or gender

### Essential Duties and Responsibilities:

- ⇒ Collects, prepares and performs laboratory analysis of specimens
- ⇒ Reviews, records and reports test results
- ⇒ Performs and records preventative maintenance and instrument checks
- ⇒ Follows safety policies and procedures
- ⇒ Maintains sample chain of custody
- ⇒ Collects and disposes of specimens for diagnostic testing
- ⇒ Performs laboratory-related clerical duties including filing, record keeping, entering data into computer database and distributing test results to appropriate requesting parties
- ⇒ Checks standard laboratory supplies inventory to ensure adequate inventory levels and notifies Supervisor when orders need to be placed
- ⇒ Cleans laboratory working surfaces and disposes of waste in accordance with the department's waste management plan
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov)**

Job #: 12102025 Drug Lab Assistant/Screeners PT

PT

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - Drug Free and Tobacco Free Workplace**