

Job Title	Toxicology Technician
Reports to:	Deputy Chief Toxicologist
	10-2021
Job Category	Technical / Non-exempt
Department	Toxicology
Position Description	Under direction of the Deputy Chief Toxicologist, the position will function as a toxicology technician who performs specimen accessioning, non-complex testing, and office duties. Working conditions are in a laboratory and office environment. Work hours are as assigned, day shift, but may include off hours as needed.
Major/Essential Functions	<ol style="list-style-type: none"> 1. Receive, accession, and archive biological and physical evidence, maintaining chain of custody documentation using a laboratory information management system. 2. Prepare tissue homogenates. 3. Inventory decedent medications. 4. Prepare case folders. 5. Conduct non-complex testing of biological specimens (e.g., i-STAT clinical chemistries and GEM-OPL CO-oximetry). 6. Enter results into the toxicology laboratory information management system. 7. Print draft reports and case chain of custody record for administrative review. 8. File completed case folders.
Occasional Duties	<ol style="list-style-type: none"> 1. Assist with special projects.
Qualifications	Associate's degree in natural science (e.g., biology, chemistry, biochemistry) or applied science (e.g., forensic science, medical laboratory sciences) from an accredited institution; or one year experience in a laboratory setting. Ability to secure work area; ability to operate personal computer, facsimile, copier. English is the official language of this position.
Preferred Qualifications	The ideal candidate has knowledge of laboratory process and procedures, safety practices, analytical toxicology practices, forensic toxicology practices, ability to maintain effective working relationships with co-workers, County employees, government agencies, outside organizations, the news media, and the general public. Knowledge of medical terminology; knowledge of health and safety standards and practices.
Security Sensitive?	Yes, Must be free from drug dependency or abuse.
Physical Demands	Physical requirements include lifting-carrying of 10-15 lbs. constantly; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to handling, walking, sitting, standing, bending, reaching and twisting to perform the essential functions.