



**TENTH JUDICIAL CIRCUIT  
POLK, HIGHLANDS AND HARDEE COUNTIES  
JOB ANNOUNCEMENT**

**OFFICIAL JOB TITLE:** Laboratory Technician (In re: Female Clients)  
**SALARY:** \$16,380/Annually  
**CLOSING DATE:** Open Until Filled  
**WORK SCHEDULE:** Part-time (20 hours per week)  
**JOB LOCATION:** Polk County Courthouse Drug Court Lab

**GENERAL DESCRIPTION:**

The Laboratory Technician works directly under the Laboratory Coordinator and Assistant Laboratory Coordinator. The essential function of the Laboratory Technician is to perform the role of Drug Screen Monitor.

The Drug Screen Monitor role associated with this specific position performs specimen collection for **FEMALE CLIENTS ONLY** who are referred to the Janet A. Essary Drug Court Laboratory for drug and alcohol screening. Urine collections are performed under direct observation. This position utilizes all applicable laboratory instruments as necessary to determine if the urine sample collected is appropriate for testing. This position is also accountable for correctly completing and processing the *Chain of Custody* form according to established laboratory protocol in relation to any and all urine collections.

**EXAMPLES OF WORK PERFORMED**

*NOTE: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Performing urine collection regarding **FEMALE** clients
- Ensuring proper storage of positive specimens in accordance with established Laboratory policy
- Operating and maintaining the instrument according to established laboratory protocol
- Disposing of urine specimens as applicable and in accordance with lab policy
- Delivering all collected urine specimens to the designated area of the Drug Court Laboratory for testing
- Restocking daily supplies
- Maintaining a clean work area throughout the day
- Billing collected urine to the appropriate program
- Being able to travel to off-site referring agencies for collections of specimens as necessary and applicable
- Other duties as assigned and applicable

It should be noted that the above duties may be adjusted as applicable according to any and all updated regulatory guidelines and requirements related to Drug Court Laboratory procedures.

**KNOWLEDGE, ABILITY AND SKILLS**

*Knowledge of the organization and function of the court system; knowledge and understanding of laboratory policies, procedures and operations including medical*

*vocabulary, drug testing procedures and results; proficiency in Microsoft 365 and other various applications.*

The person chosen for this position must also possess the ability to:

- Be discreet and follow any and all rules of confidentiality as applicable
- Work in a fast-paced and collaborative environment
- Follow instructions but to also work independently
- Deal with clientele from various referral sources in an appropriate manner while maintaining professionalism
- Perform miscellaneous duties as necessary and applicable
- Communicate clearly, both orally and in writing
- Get along with others
- Lift heavy packages up to 50 lbs. to a height of three (3) to four (4) feet for the purpose of moving, transporting and/or delivering them to their required location as required

The person chosen for this position must also possess:

- Attention to detail
- Computer efficiency

**MINIMUM QUALIFICATIONS:**

- There is an occupational requirement that is reasonably necessary to facilitate normal business operations for the person hired to work in this position to be a BIOLOGICAL FEMALE as male clients require particular care, attention or a safe environment that only a female employee can provide. This is specifically related to the essential job function of Drug Screen Monitor as it relates to biological female clients
- High school diploma; an equivalency diploma issued by a state department of education or by the United States Armed Forces Institute, or a qualifying score on the Division of Personnel Education Attainment Comparison Test may be substituted for a high school graduation
- Obtaining the DATIA certified collector certification is required within six months of hire date

We are an equal opportunity employer. We do not discriminate based of race, religion, color, sex, age, national origin or disability. Interested applicants must complete a State of Florida application form and submit it no later than the closing date indicated above to:

**Stephanie Sullivan**  
**Human Resources Manager**  
**Post Office Box 9000, Drawer J102**  
**Bartow, FL 33831-9000**  
**Telephone: (863) 534-4035**  
**Fax: (863) 534-4699**  
**Ssullivan@jud10.flcourts.org**

If you need an accommodation in order to participate in the application/selection process, please notify the Administrative Office of the Courts in advance by calling (863) 534-4686.