



Department of  
**ADMINISTRATIVE SERVICES**  
*Job Postings*



**OFFICE OF THE CHIEF MEDICAL EXAMINER**  
**JOB OPPORTUNITY**  
**POSITION: LABORATORY ASSISTANT 1 (full-time)**  
Pathology Services, Call-in Center

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** State Employees  
**Location:** Office of the Chief Medical Examiner (UCONN Health Center Campus) Farmington  
**Job Posting#:** 13038  
**Hours:** Second shift and third shift rotating through the 7 day week with some holiday coverage  
**Salary:** Bi-weekly salary range is \$1,303.19 - \$1,718.32 (HN11)  
**Closing Date:** Tuesday, April 25, 2017

**Eligibility Requirement:** Eligible candidates must meet all minimum requirements. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**PURPOSE OF CLASS:**

In a state health, academic or diagnostic laboratory this class is accountable for receiving training in and performing with increasing independence routine technical laboratory work with emphasis on solution and sample preparation or performing processing and laboratory functions for investigated cases.

**Examples of Duties (Office of the Chief Medical Examiner):** Answers incoming calls and inputs and/or edits cases into computerized system; coordinates removal, transport and release of bodies with funeral homes or hospitals; acts as liaison to police departments, hospitals and physicians; types and assembles related paperwork; checks and documents personal property and evidence; relays information to public; assists with preparing bodies for identification; may clean and sterilize glassware, utensils and laboratory instruments; may operate basic laboratory equipment; may prepare simple solutions and reagents; \*performs related duties as required.

**Note:** *\*may be required to properly handle evidence, prepare biological samples for transportation to outside laboratories, assist with procedures in the in-house histology and anthropology laboratories and transport biological evidence to and from OCME.*

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Some knowledge of laboratory equipment, procedures, techniques and terminology; some knowledge of medical terminology; interpersonal skills; ability to carry out written and oral instructions; ability to apply policies and procedures; some typing ability; ability to carry out simple calculations and keep simple technical records; manual dexterity.

**EXPERIENCE AND TRAINING:**

**General Experience:** One (1) year of experience in a laboratory or medical setting.

**Substitution Allowed:** Graduation from high school with courses in mathematics and science may be substituted for the General Experience.

**PHYSICAL REQUIREMENT:** Incumbents in this class must be willing to undergo periodic tests or immunizations for communicable diseases as necessary.

**WORKING CONDITIONS:** Incumbents in this class may occasionally be required to lift standard laboratory equipment and supplies, may be exposed to some risk of injury from such elements as toxic vapors or broken glass and may be exposed to disagreeable conditions including communicable infectious diseases.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a completed Application for Examination or Employment (form [CT-HR-12](#)) along with a cover letter and resume.

**OFFICE OF THE CHIEF MEDICAL EXAMINER  
HUMAN RESOURCES  
11 SHUTTLE RD.  
FARMINGTON, CT 06032  
FAX: 860-679-1317  
OR EMAIL ADDRESS: [nbrown@ocme.org](mailto:nbrown@ocme.org)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.