

DEPARTMENT OF PUBLIC HEALTH  
POSTING OF VACANCY  
**Laboratory Assistant 1**  
LABORATORY – Scientific Support Services

POSTING DATE: June 24, 2015

CLOSING DATE: July 1, 2015\*

**PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

Open To: The Public

POSITION CONTROL NUMBER: 12284DL NOTE: THIS NUMBER **MUST** BE INCLUDED ON YOUR APPLICATION

LOCATION: 395 West Street, Rocky Hill

SHIFT/HOURS: 1<sup>st</sup> Shift/35 hours/week

SALARY GROUP/RANGE: HN 11/\$34,013\*-\$44,848 (\*NEW State Employees)

**PLEASE NOTE:** CANDIDATES APPLYING FOR THIS POSITION MUST MEET THE MINIMUM QUALIFICATIONS REQUIRED OR BE ELIGIBLE FOR LATERAL TRANSFER.

**Preferred Skills:**

- Work or educational experience in a hospital, clinical and/or environmental testing laboratory or similar healthcare environment.
- Knowledge of and experience with safety regulations and practices regarding the proper handling of samples presenting with infectious, chemical and/or radiological hazards.
- Working knowledge of standard infection control precautions.
- Demonstrated experience with entry of clinical and/or environmental test information or similar healthcare information into a laboratory management system or similar healthcare data management system. Experience using pick menus, proof reading, and verification of data for accuracy.
- Experience with reading and following written standard operating procedures.
- Experience with maintaining a clean and organized work area.
- Experience with accurate handling of a diverse variety of samples and a large volume of work.
- Knowledge of and experience with the quality management process and problem recognition. Ability to work independently and using supervision as necessary, to assess correct resolution or referral of problems.

**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.

**PLEASE NOTE:** This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health  
410 Capitol Avenue, MS #13PER  
PO Box 340308  
Hartford, CT 06134-0308  
FAX: 860-509-7184(if faxing, only one application is necessary)  
EMAIL:[dph.recruitment@ct.gov](mailto:dph.recruitment@ct.gov)

\* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

***THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.***