

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

POSTING DATE: October 12, 2016

CLOSING DATE: October 19, 2016\*

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

Open To: The Public

POSITION CONTROL NUMBER: 12536DL, 12406DL, 12093DL 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:**

- Experience working with laboratory information management systems and Windows-based software programs as they relate to data entry and accessioning of samples/materials.
- Experience troubleshooting and resolving quality control issues which arise in a laboratory sample receiving function.
- Experience using Universal Laboratory Precautions, Personal Protective Equipment, and Biological Safety Cabinets with special emphasis on handling potentially infectious specimens.
- Experience in complying with data privacy and security requirements, such as Health Insurance Portability and Accountability Act (HIPAA) as it relates to clinical laboratory testing.
- Experience with laboratory scientific support services such as: sterilization, including use of autoclave equipment; media preparation; glass washing; communicating with laboratory clients on sample receiving and sample collection kit orders; assembly and mailing of sample collection kits; printing and processing of laboratory reports of test results

**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 ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

FAX: 860-730-8386

**EMAIL:** [dph.recruitment@ct.gov](mailto:dph.recruitment@ct.gov)

If mail is necessary, please send to:

Department of Public Health

410 Capitol Avenue, MS #13PER

PO Box 340308

Hartford, CT 06134-0308

\* 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, 860-509-7223).

**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 HUMAN RESOURCES OFFICE AT 860-509-7177.**