HARRIS COUNTY
Human Resource & Risk Management
Houston, TX 77002
https://agency.governmentjobs.com//harriscountytx/default.cfm
invites applications for the position of:

Toxicology Technician

An Equal Opportunity Employer

SALARY:	Depends on Qualifications
OPENING DATE:	03/26/19
CLOSING DATE:	04/27/19 11:59 PM

POSITION DESCRIPTION:

Toxicology Technician reports to Toxicologist I.
Duties and Responsibilities:

- Receives, inventories and properly stores toxicological evidence submitted by medical examiners and law enforcement agencies.
- Maintains accurate chain of custody records from evidence receipt to final disposition.
- Performs liquid/liquid and solid phase extractions for screening and confirmation testing.
- Performs analyses including ELISA, CO-oximetry, and chemistries.
- Performs and documents routine maintenance, troubleshooting and minor repair of associated instrumentation.
- Performs and documents casework duties in accordance with laboratory procedures with minimal errors and no pattern of deficiencies.
- Reports results supported by analytical findings.
- Prepares laboratory reagents and maintains supplies in accordance with laboratory procedures.
- Performs routine laboratory upkeep duties such as cleaning glassware, discarding biohazard trash, organizing laboratory work and storage areas, and maintaining laboratory cleanliness.
- Performs quality assurance/quality control procedures on reagents, equipment and instruments as necessary.
- Prepares case folders and paginates completed cases.
- Participates in training, competency testing and proficiency testing according to established protocols.
- Assists in ensuring conformance to laboratory accreditation standards.
- Attends continuing education/training courses, workshops, seminars, conferences and professional meetings as time and resources allow.
- Follows rigorously all safety manuals, standard operating procedures, and quality assurance/quality control protocols.
- Keeps management abreast of information critical to the proper planning and coordination of laboratory operation and communicates with other lab personnel.
- Provides testimony in a court of law when subpoenaed.
- Other duties as assigned by laboratory management.
- Routine Contacts:
    - District attorneys, law enforcement officers and defense attorneys regarding evidence and test procedures when subpoenaed to testify; educators and

peers during professional training or participation in accreditation visits.

Harris County is an Equal Opportunity Employer
https://hrrm.harriscountytx.gov/Pages/EqualEmploymentOpportunityPlan.aspx

REQUIREMENTS:

- Bachelor of Science degree in a natural science from an accredited university ***and*** meet the Toxicology Analyst (General, Non-interpretive) coursework requirements outlined in the Texas Administrative Code, Title 37, Part 15, Chapter 651, Subchapter C, Rule §651.207 (https://bit.ly/2OQ83O4).
- Familiarity with a scientific laboratory environment, including reagent preparation, routine laboratory equipment (i.e., balances, pipettes and glassware) and safety procedures.

Additional Requirements:

- Licensure by the Texas Forensic Science Commission will be required; licensure must be maintained for the duration of employment.
- Must be able to move and lift objects not heavier than 45 pounds.

NOTE: To qualify for this position, required education, experience, knowledge and skills must be clearly stated on your application's employment history. Resumes are welcome, but **we do not use** any information provided on your resume to qualify and refer you to the Hiring Department for consideration.

PREFERENCES:

- One (1) year of experience in a clinical or forensic toxicology laboratory; participation in documented training program in forensic toxicology.
- Experience with immunoassay, clinical chemistry analysis, co-oximetry and gas chromatography operation and maintenance.
- Experience with JusticeTrax LIMS.
- Proficient use of Microsoft Word and Excel software.

GENERAL INFORMATION:

TRANSCRIPTS ARE REQUIRED WITH APPLICATION; OFFICIAL CERTIFIED ORIGINAL WILL BE REQUIRED PRIOR TO ANY JOB OFFER.

HOURS:

- Forty (40) Hours per Week

SALARY:

- Commensurate with Experience
- Based on 26 Pay Periods

Due to a high volume of applications positions may close prior to the advertised closing date.

Harris County has an Employment-at-Will Policy.

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting: https://www.governmentjobs.com/careers/harriscountytx

1310 Prairie Street, Ste. 240
Houston, TX 77002

employment@bmd.hctx.net

Position #03841
TOXICOLOGY TECHNICIAN
MB

Toxicology Technician Supplemental Questionnaire

* 1. Do you have a Bachelor of Science degree or higher in chemistry, biology, toxicology or a closely related field from an accredited university?

- ❑ Yes
- ❑ No

* 2. Please describe your educational background including the level of education completed, the area of study, and completed major and minor programs.

* 3. Have you completed at least 16 credit hours (or equivalent) of college-level chemistry coursework beyond general chemistry that includes organic chemistry?

- ❑ Yes
- ❑ No

* 4. Have you completed two three-semester credit hour (or equivalent) courses in college-level analytical chemistry (Analytical Chemistry, Chemical Informatics, Instrumental Analysis, Mass Spectrometry, Quantitative Analysis, Separation Science, Spectroscopic Analysis, or similarly named course) or interpretive science (Biochemistry, Drug Metabolism, Forensic Toxicology, Medicinal Chemistry, Pharmacology, Physiology, or Toxicology or similarly named course)?

- ❑ Yes
- ❑ No

* 5. Have you completed a three-semester credit hour (or equivalent) college-level statistics course?

- ❑ Yes
- ❑ No

* 6. Are you familiar with a scientific laboratory environment, including reagent preparation, routine laboratory equipment (i.e., balances, pipettes, and glassware) and safety procedures?

- ❑ Yes
- ❑ No

* 7. Please describe your experience in a scientific laboratory. You can make reference to your employment history, but please do not use "See Resume", as we do not use

resumes for qualifications. If you do not have this experience, please type "none" in the space provided.

* 8. Which of the following Microsoft Office programs have you used proficiently during your previous employment? Select all that apply

- ❑ Excel
- ❑ Word
- ❑ PowerPoint
- ❑ Access
- ❑ Outlook
- ❑ None of the above

* 9. Have you completed a documented training program in forensic toxicology?

- ❑ Yes
- ❑ No

* 10. Are you licensed by the Texas Forensic Science Commission?

- ❑ Yes
- ❑ No

* 11. Applicants must upload copies of transcripts from all higher education institutions attended. Failure to provide a transcript will result in a rejected application. If chosen for the position, the candidate must provide official copies of all transcripts as a condition of employment. Did you attach copies of your transcripts?

- ❑ Yes
- ❑ No

* Required Question