



SUPERIOR COURT OF FULTON COUNTY
JOB ANNOUNCEMENT FOR THE POSITION OF:
MEDICAL LABORATORY TECHNICIAN
(CURRENT VACANCY IN THE ACCOUNTABILITY COURTS DIVISION)
Grant-Funded, Part-Time 20 - 25 hours per week
\$11.06 hourly
CLOSING DATE: CONTINUOUS RECRUITMENT

The Superior Court of Fulton County Georgia (“Court”) has an exciting opportunity for an experienced Medical Laboratory Technician within its Accountability Courts Division.

Superior Court is Georgia's busiest trial court of general jurisdiction. The Court seeks to provide a forum in which legal disputes between citizens can be resolved in a fair and efficient process with attention to equal access, impartiality, efficiency, and safety. After joining the Court, you will become part of a fast-paced team dedicated to providing the citizens of Fulton County with the service they deserve.

POSITION OVERVIEW

This position performs defined duties related to conducting basic laboratory test sampling and maintaining laboratory equipment and supplies. Responsibilities include performing, recording, and reporting laboratory tests; checking equipment temperatures; and preparing and maintaining supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs routine laboratory tests, such as urinalysis and phlebotomies, and collects and centrifuges blood samples.
- Checks and records daily temperature of incubators, freezers, and refrigerators.
- Collects blood and other specimens for testing.
- Cleans, maintains, and sets up laboratory and medical equipment.
- Records and reports laboratory results.
- Checks patients’ vital signs, including height, vision, and hearing.
- Organizes and maintains supply inventory and schedules patients’ appointments.
- Initiates databases and intake procedures.
- Stores and transports specimens and related paperwork.
- Assists clinicians with patient examinations and completion of laboratory procedures.
- Cleans and maintains medical laboratory and related equipment.

QUALIFICATIONS: Completion of course work equivalent to the academic requirements of a high school diploma or G.E.D. equivalent; and one (1) year clinical and didactic laboratory training; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed.

EXAMINATION: The examination will consist of an evaluation of education and experience, accomplished by analysis of the application. Application must document that the applicant possesses the minimum knowledge, skills, education and experience as listed to be rated as qualified. If selected, an official, educational transcript is required at the time of employment for all degrees/course work used to qualify for this position.

TO APPLY:

Resumes with letters of interest may be sent to the Superior Court Administrator’s Office via email:

SCA.BusinessOffice@fultoncountyga.gov

It is the policy of Fulton County that there will be equal opportunity for every citizen, employee and applicant, based upon merit without regard to race, color, religion, national origin, gender, age, disability or sexual orientation.