

LABORATORY SAMPLE CONTROL AND RECEIVING TECHNICIAN TITLE SERIES DEFINITIONS

I. DEFINITIONS

LABORATORY SAMPLE CONTROL AND RECEIVING TECHNICIAN - OBJECTIVE

This is full performance technical work related to the receipt and control of diagnostic specimens or laboratory samples. Positions allocated to this classification open, sort, route, and ship diagnostic specimens or laboratory samples according to prescribed protocols and procedures, and perform related work, as requested. Positions may be responsible for some sample preparation and ordering supplies. Positions function under the general supervision of a Specimen Control Supervisor or science-related supervisor.

LABORATORY SAMPLE CONTROL AND RECEIVING TECHNICIAN – SENIOR

This is senior-level technical work related to the receipt and control of diagnostic specimens or laboratory samples. Positions allocated to this classification manage the daily intake of diagnostic specimens or laboratory samples. Duties include logging, unpacking, and preparing samples for testing; screening submission forms and other paperwork; resolving submission questions with laboratory client or staff; assigning samples to appropriate units; referring specimens/samples to outside laboratories, as appropriate, and completing paperwork to transfer sample; processing incoming mail; assisting with purchasing and ordering supplies; and performing related work, as requested. Positions function under the general supervision of a science-related supervisor.

II. RELATED TITLES

Shipping and Mailing Clerk
Storekeeper
Property or Stock Clerk.