

GRADE: 5NE

TITLE: LABORATORY REPORT PROCESSOR
BUREAU: AUXILIARY SERVICES
DIVISION: LABORATORY

REPORTS TO: OFFICE SUPERVISOR
SUPERVISES: NONE

POSITION SUMMARY: Performs duties to enter all scientific laboratory reports on line including all case and laboratory report information.

FUNCTIONS OF THE JOB

Essential Function

- 1) Type laboratory reports prepared (hand written) by department staff on results of examination into computer system (word-processing).
- 2) Searches Justice Trax (LIMS) System for Request numbers and enters request information when not in system.
- 3) Verifies Laboratory Case Number has cleared system – makes copies of Laboratory reports (other than drug analysis) and distributes to Circuit Attorney’s Office and concerned Districts, Bureaus and Agencies.
- 4) Maintains ETU activity statistic in Access database and retrieves information as needed.
- 5) Types weekly ETU schedule and distributes to dispatcher and other units as needed.
- 6) Utilizes the computer to generate messages to other units and departments. Obtains related information for computer to other outside agencies.
- 7) In the absence of the Office Supervisor prepares administrative reports from written materials for Commander’s signature and distributes to designated personnel. Maintains department’s files.
- 8) Type gun vouchers and maintain court time stats.
- 9) Scan reports into I-LEADS system.
- 10) May assume the responsibility of the Supervisor, Office in her absence.
- 11) Regular, punctual attendance is required.
- 12) May perform other similar or related duties as assigned.

Marginal Functions

Fills in for Laboratory Clerks when they are short of personnel or very busy.

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1) Standing, walking, sitting, reaching, pushing, feeling, grasping, talking, hearing.
- 2) Clarity of vision at 20 inches or less and 20 feet or more with peripheral vision and the ability to bring objects into sharp focus, while reading from the computer screen.
- 3) Sedentary work – exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, and /or negligible amount of force constantly.
- 4) Employees are required to submit to a DNA buccal swab as a condition of employment.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of this job.

Good working conditions. Occasional exposure to elements such as odor, dust or chemicals and other elements with no element continuously present to the extent of being disagreeable.

POSITION QUALIFICATION REQUIREMENTS

Education: Basic knowledge of administrative procedures. A high school diploma or GED with additional specialized training in clerical processes and computer applications and usage.

Experience: Over six months up to and including one year in order to fulfil the functions of this job.

Skills and Abilities: Skills and abilities, which may be representative but not inclusive of those commonly, associated with this position.

- 1) Ability to deal with specialized situations with multiple and complex variables.
- 2) Ability to read advanced rules and instructions in the use of technical equipment.
- 3) Ability to calculate numeric totals and process statistical information on the computer.
- 4) Ability to write correspondence in the proper format, correct spelling and grammar.
- 5) Ability to type at least 40 wpm with accurate statistical typing.
- 6) A high level of personal integrity necessary dealing with physical evidence.

Machines, Tools, Equipment and Work Aids: Machines, tools, equipment and work aids which may be representative but not all inclusive of those commonly associated with this job.

Computers, typewriter, telephone, fax, copier, PC printer, Microfilm reader and mainframe.

License(s)/Certifications: REGIS CERTIFICATION within 90 days of assignment

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal law.

“Common associated” is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

<u>Original Evaluation</u>	<u>Revised By</u>	<u>Revised By</u>	<u>Revised By</u>	<u>Revised by</u>
MG:10\97	MG: 6/99	MG: 5/00	MG: 4/05	

