CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 5/10/13 lm **ANNOUNCEMENT NO. 38**

CLINICAL LABORATORY TECHNICIAN II **(OPEN)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **$16.86 - $23.74** per Hour.

FILING OF APPLICATION

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, MAY 24, 2013 UNTIL 4:30 P.M. ON FRIDAY, MAY 31, 2013.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON FRIDAY, MAY 31, 2013.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: **EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume. Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.**

NOTE: **THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

DUTIES OF THE POSITION

Performs and instructs all medical laboratory procedures set up by the Chief of Clinical Laboratories including general hematology, general bacteriology, general parasitology, general chemistry, and general serology. Collects quality control data in the clinical laboratory. Works under supervision of medical technologist (ASCP), or physician in any laboratory site where services are needed. Performs and helps supervise venipunctures. Performs and helps supervise blood counts and differentials. Performs and helps supervise clinical chemistry. Performs and helps supervise complete urinalysis. Performs serologist tests and aids in their supervision, such as RPR, VDRL, monospor, and FTA. Checks stool specimens for ova and parasites. Helps supervise the reading and recording of all types of bacterial cultures diagnosed in the laboratory and perform proper sensitivity tests with known antibiotics according to procedures set up by Kirby and Bauer. Performs and helps supervise all necessary medical laboratory tests set up by the Chief of Clinical Laboratories. Keeps quality control records on all tests performed within the laboratory. Maintains daily and monthly log sheets and reports the number of tests performed. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree from a four-year accredited college or university in Chemistry, biology, or related science is required. Substitution: Certification as a Medical Lab Technician or Medical Technologist may substitute for college education lacking. In addition, six months of full time paid experience preparing samples and operating analytical instruments in a lab is required. Must have a valid state of Ohio driver's license and properly registered and insured vehicle for use.

NOTE: **Applicants will be required to pay a $10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.**

NOTE: **Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

NOTE: **Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

AN EQUAL OPPORTUNITY EMPLOYER