

MEDICAL LABORATORY TECHNICIAN

Milwaukee Health Department

The eligibility list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: Under the supervision of the Chief Molecular Scientist, the Medical Laboratory Technician (MLT) provides support to the laboratory program. The MLT operates various materials preparation equipment such as autoclaves and dishwashers; washes, cleans, and sterilizes laboratory glassware; prepares standard microbiological media and other laboratory reagents; maintains equipment, including incubator, small refrigerator, autoclaves, and water baths, assists with quality control and sample accessioning, processing and testing for the Sexually Transmitted Disease (STD) program and other laboratory programs.

ESSENTIAL FUNCTIONS:

Media/Materials Preparation:

- Prepares standard microbiology media and other laboratory reagents.
- Operates basic instruments including laboratory balance, pH meter, heater-stirrer, pipetting machine, autoclaves, agar and media dispenser, and hot-air ovens.
- Operates autoclaves and filtration units for the preparation of sterilized media.
- Prepares diagnostic transport kits for distribution to health centers, clinics, hospitals, and physicians.
- Prepares STD test supplies including GC media for the KHC clinic.

Maintenance/Inventory:

- Record the temperature of the incubators, freezers, and refrigerators on temperature charts.
- Assist in cleaning various types of laboratory equipment.
- Assist with transporting compressed gas cylinders.
- Assist microbiologists and chemists in preparing specimens and samples for processing.
- Assist in maintaining inventory for laboratory supplies and culture media.

STD Program Responsibilities:

- Assist with STD Program testing; enter results in Laboratory Information System (LIS) and reporting data.
- Assist in order entry for test samples in the laboratory.
- Assist with quality control and support testing in other programs.

Keenan Health Center back up duties:

- Cover clinic laboratory staff during their absence or as scheduled by supervisor.
- Perform phlebotomy and preliminary screening tests of clients under the direction of the nurse.
- Assist in STD testing such as the RPR test, pregnancy test, wet prep and Gram stain exams, darkfield microscopy, and HIV rapid test.
- Assist in clinical quality assurance activities.
- Perform other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Medical Laboratory Technician Certification (MLT-C) from an accredited institution.
Copies of certificate(s) must be submitted in order for application to be accepted for evaluation.
2. Certification by the National Certification Agency (NCA) for Medical Laboratory Personnel, the American Medical Technologists (AMT) or the American Society of Clinical Pathologists (ASCP)

Medical Laboratory Technician

within one year of employment.

3. Residence in the City of Milwaukee within 6 months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Associate Degree as a Medical Laboratory Technician (MLT-AD) from an accredited (e.g., CAHEA of AMA) institution.

Copies of transcripts must accompany application form to be considered.

- Two years of laboratory experience in a public health microbiology laboratory, hospital or clinical laboratory.

Copies of certificate(s) and transcripts should be submitted with application or sent via email to staffinginfo@milwaukee.gov or to the City of Milwaukee, Department of Employee Relations, Attn: Box MLT, 200 E. Wells St., Rm 706, Milwaukee, WI 53202.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of microbiology and chemistry.
- Knowledge of advanced mathematical concepts and applications.
- Knowledge of quality assurance and laboratory safety standards.
- Knowledge of word processing and excel spreadsheet software applications.
- Ability to accurately perform laboratory procedures, accession data, and good record keeping.
- Ability to follow Standard Operating Procedure (SOP), write reports, and procedure manuals.
- Ability to read, analyze and interpret technical information, procedures, and government regulations.
- Ability to effectively present information and respond to questions appropriately.
- Ability to solve practical problems and deal with a variety of concrete variables with limited standardization.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to build and maintain good working relationships with a multi-cultural and multi-discipline staff and other internal and external partnering agencies.
- Ability to maintain confidentiality.

CURRENT SALARY RANGE (635) is: \$37,108.76 to \$42,556.02 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **August 26, 2011**. Receipt of applications may be discontinued at any time after this date without prior notice. However recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time, and location of the examination.