



CentralStar

POSITION DESCRIPTION

Title: PCR/ELISA Laboratory Technician

Date: April 2, 2018

Reports to: Laboratory Supervisor

General Summary:

Under the general direction of the Lab Supervisor, is responsible for conducting analysis on samples from livestock for the purpose of disease diagnosis.

Essential Functions and Key Responsibilities:

1. Processes samples in preparation for testing, and conducts a variety of tests including direct PCR and ELISA assays on fecal samples, bacterial strains, blood, tissue, and milk samples received for analysis according to Standard Operating Protocols in an appropriate and timely manner.
2. Reviews data and enters test results into various computer programs such as Excel to interpret and quantify data.
3. Ensures processing reagents and microbiological media necessary to process diagnostic assays are available, preparing additional reagents and media as needed.
4. Reviews all information to verify accuracy and reasonableness of results, promptly investigating any and all discrepant information.
5. Prepares, assembles and ships diagnostic specimen shipping kits as needed.
6. Unpacks and sorts diagnostic specimens, logging diagnostic orders into the computer system.
7. Maintains client filing system in a consistent and orderly fashion. Keeps files up-to-date, archiving and purging as appropriate.
8. Reviews and updates desk procedures on a regular basis. Maintains a high level of cross-training with co-workers, rotating job duties on a regular basis to ensure complete familiarity with all tasks in the department. Consistently evaluates work to determine if further steps are required to meet goals and expectations.
9. Ensures inquiries are rapidly responded to within a 24-hour time period, utilizing good judgment and strong resolution skills to resolve complaints and to address emergency situations, knowing when to appropriately contact supervision or others for support.

10. Expands personal knowledge and refines skills through various educational avenues such as reading of industry periodicals, utilization of the CentralStar Learning Center, and attendance at seminars.
11. Proactively strives to establish and maintain effective working team relationships with other CentralStar Cooperative team members, identifying opportunities to improve and foster stronger team skills.
12. Strives to continually build trust, value others, communicate effectively, drive execution, foster innovation, focus on the customer, collaborate with others, solve problems creatively and demonstrate high integrity, modeling these behaviors for those they work with.
13. Consistently demonstrates a thorough knowledge of and support for organizational mission, vision statements, standards, policies and procedures, confidentiality standards, and the code of ethical behavior.
14. Other duties as assigned.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Qualifications:

- High school diploma or equivalent required. College level coursework in a science field highly desired. Two or more years of previous experience in a diagnostic laboratory preferred.
- Basic laboratory skills including use of pipets, scales, pH meters, centrifuges, spectrophotometers, thermocyclers, microscopes, and other routinely used equipment. Must have a good familiarity with common laboratory practices.
- Basic familiarity of biological and biochemical systems, particularly with respect to the agricultural industry is highly desired.
- Strong planning, accuracy, organizational and time management skills required with the ability to coordinate multiple projects/assignments simultaneously and to quickly adapt to changing situations. Some analytical ability with a high degree of accuracy is required in order to gather and summarize data for reports, find solutions to various problems, and to prioritize work.
- Good interpersonal, oral and written communication skills to effectively communicate with customers, field staff, and co-workers at all levels.

- Good computer skills including but not limited to word processing, customer resource management programs, spreadsheets, and various email systems with the ability to learn and adapt to new systems and programs as they are implemented. Must demonstrate a desire and willingness to take on new or additional responsibilities as systems and programs are implemented.
- Must be able to work quickly and accurately with a minimal amount of supervision.
- Must be able to maintain a high level of confidentiality in all areas including corporate finances, product and trade secrets, and all employee or customer information protected by Federal, State or Local laws.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this position description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical, Mental, and Emotional Requirements: *This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements if the accommodation would enable the applicant to perform these requirements:*

- Ability to sit, stand, and to concentrate while performing a high degree of detailed work for extended periods of time.
- Ability to obtain and organize information and data, as well as file and retrieve information from office files and enter and access information in a computer.
- Ability to physically access all work locations in various buildings that may not be handicap-accessible and to traverse possible uneven ground in outside areas.
- Ability to regularly sit, stand, walk, bend, climb, lift, and carry objects up to 50 pounds.
- Ability to operate office machines including but not limited to printers, computers, copiers, telephones, and fax machines.
- Ability to react and interact appropriately in social and business situations and to communicate professionally and effectively, verbally (in person and over the telephone), electronically (over the computer), and in writing (via forms, letters, memos, reports, and other business documents).
- Ability to travel throughout the CentralStar Cooperative multi-state territory to attend training sessions, various meetings, events and functions.

