



## West Virginia Department of Agriculture

1900 Kanawha Blvd. E., Charleston, WV 25305

304-558-3550

**Walt Helmick**

Commissioner

### VACANCY ANNOUNCEMENT

**Title:** Laboratory Technician (Data/LIMS Technician)

**Division:** Animal Health

**Salary:** \$ 28,000

**Headquarters:** Moorefield, WV

**Send WVDA** Anne Oravec, Executive Assistant

**Application** West Virginia Department of Agriculture

**& Resume to:** 1900 Kanawha Boulevard, East Charleston, WV 25305-0170

Phone: 304-558-2221

E-mail: aoravec@wvda.us

**Closing Date:** Friday January 15, 2016

Must be postmarked by 11:59 p.m. to be considered.

#### **Nature of Work**

Under direct supervision, performs work at the entry level by conducting a limited number of basic laboratory tasks and examinations and providing routine assistance to technical or professional personnel in accordance with well-defined and established regulations and procedures. Responsible for sample data entry and resulting-out using the Laboratory Information Management System (LIMS). Performs related work as required.

#### **Examples of Work:**

- Receives samples, logs into LIMS and uniquely identifies, labels, and prepares samples for testing, reads and records test results, distributes and mails laboratory reports.
- Cleans and sterilizes laboratory glassware and equipment.
- Registers and prepares samples for analysis.
- Sterilizes and discards infectious and disposable waste materials according to Food and Drug Administration (FDA) and Environmental Protection Agency (EPA) regulations.
- Prepares media and reagents.
- Maintains adequate supplies used within the work area.
- Maintains required records.

- Performs routine laboratory procedures
- Develops and maintains quality assurance measures to assure that analytical methods are under control
- Performs standard serological related tests and observations in accordance with scientific principles and techniques.
- Performs related work and other duties as required
- Attends meetings including overnight travel

**Knowledge, Skills and Abilities:**

- Ability to multitask.
- Ability to learn basic laboratory terminology, techniques and practices.
- Ability to learn the federal requirements regarding proper disposal of laboratory waste materials.
- Ability to comprehend oral and written instructions.
- Ability to maintain accurate records.
- Ability to prepare boxes and letters for mailing.
- Extensive knowledge of computers/data entry.
- Skill in the performance of routine microbiological testing and interpretation.
- Skill with techniques and in following standard scientific laboratory methods.
- Ability to speak in front of an audience.
- Must be self-motivated.
- Ability to work independently.

**Minimum Qualifications:**

Graduation from a standard high school or equivalent with a minimum of 2 years of college including at least one (1) course in Computer Science. Physical Science courses will be given preference.

Experience: One year employment in a laboratory environment preferred.

**Additional Qualifications:**

- Possess a valid driver's license

West Virginia Department of Agriculture is an equal opportunity employer.