AUBURN
Human Resources

Medical Technologist I

Job Description

JOB INFORMATION

Job Code	IC01A
Job Description Title	Medical Technologist I
Pay Grade	HW08
Range Minimum	$45,930
33rd %	$55,110
Range Midpoint	$59,710
67th %	$64,300
Range Maximum	$73,480
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/4/2012

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Lab

JOB SUMMARY

Performs professional analyses, tests, and diagnostic procedures in a medical laboratory.

RESPONSIBILITIES

- Conducts chemical analysis of specimens; including blood, urine, and spinal fluid, to determine presence of normal and abnormal components.
- Operates, maintains, and cleans equipment used in quantitative analysis.
- Performs quality controls in testing and decides if results are within acceptable ranges and researches and corrects problems.
- Prepares a variety of culture media for the development and identification of organisms.
- Enters data from analysis of medical tests and clinical results into the data management system.
- Trains and directs lab assistants, staff, and students on proper methods of collection of specimens and laboratory testing.
- Inventories supplies, materials, and equipment for economic efficiency of lab.
- Prepares technical reports on procedures and results of laboratory tests and examinations.
- Performs clerical duties to include answering phones, filing, labeling and recordkeeping.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	In Medical Technology or a related Science.	and	0 years of	Experience in determining the presence, extent, and possible cause of diseases	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
ASCP - American Society of Clinical Pathologist	Completion of an internship in an accredited institution, and nationally certified by the American Society of Clinical Pathologist (ASCP) Board of Registry.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.