

TOXICOLOGIST TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: Under close and continuing direct supervision, an incumbent in this technical laboratory class uses chemical, physical and instrumental methods for the preliminary analyses of biological fluids, tissues and other materials submitted to the Toxicology Laboratory, adhering to established standards of proficiency, quality control and safety. This is the trainee level of the Toxicology title series. Trainee appointments are for a period of up to one year, during which time trainees must participate in departmental training programs. Trainees advance to the Assistant Toxicologist level without further examination, after satisfactory completion of the traineeship. Incumbents undertake to become proficient in higher-level duties and performance, and participate on a trainee level on an "experience only" basis in the performance of related complex analyses and perform beginning level professional toxicological analyses of biological specimens submitted to the Toxicology Laboratory. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates under the direction of a Senior Toxicologist, in a program of study and experience that will enable the incumbent to become proficient with chemical, physical and instrumental analyses of biological and other materials for Toxicological purposes, thereby successfully qualifying for the position of Assistant Toxicologist;

Uses chemical, physical and instrumental methods for the preliminary analyses of biological fluids and other related materials for toxicological purposes;

Complies with standard laboratory practices in maintenance of cleanliness and safety conditions in the laboratory;

Participates on an experience only basis in internal and external proficiency testing programs;

Monitors, tests and maintains laboratory equipment in proper running condition, arranging for maintenance and repair as needed;

Follows proper safety procedures and protocols;

Participates on an experience only basis in internal and external proficiency testing programs;

Prepares solutions and reagents and maintains equipment insuring proper availability of work materials;

Assists higher-level Toxicology personnel with complex analyses;

Records test results, reports findings and compiles related information as required for internal laboratory use;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of current laboratory principles, practices, techniques, procedures, instrumentation and safety used in the fields of Clinical or Forensic Toxicology; working knowledge of the basic principles of the chemical and biological sciences; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to operate standard laboratory equipment; ability to understand and follow complex technical instructions both verbal and written; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; tact; resourcefulness; dependability; professional integrity; alertness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Chemistry, Toxicology, Medical Technology, Biochemistry, Biology or closely related field, which must have included or been supplemented by twenty credit** hours in Chemistry.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

**NOTE: The twenty credit hours of chemistry may be obtained at the undergraduate or graduate level, or in any combination of undergraduate or graduate level credit hours.

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Job Class Code: C2210
Job Group: VIII