

**OFFICE OF CHIEF MEDICAL EXAMINER
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Laboratory Associate
Title Code No: 21512
Office Title: N/A
Division/Work Unit: Histology Laboratory
Hours/Shift: 35 hours per week over a 5 day work week

Level: I
Salary: \$33,872 to \$36,298
Work Location: 520 First Avenue, NYC
Number of Positions: 1

JOB DESCRIPTION

Candidate must be skilled in routine Histology: embedding, sectioning, staining, reagent preparation and instrument maintenance. Duties include but are not limited to:

Rotational schedule: 4 weeks Receiving and Processing area --- 4 weeks Routine Histology Section.

Receiving and Processing.

- Check that all have specimens containers received have been filled with formalin and properly labeled with the medical examiner number.
- Arrange all specimens received in borough order following medical examiner number.
- Assign specimens received with the Histology accession number.
- Log specimens daily, checking the autopsy sheets and the computer information if available, for the accuracy of information.
- Examine tissue specimens for proper length of fixation. Process tissue specimens for microscopic slides preparation.
- Answer telephone; give and receive general and technical information; relay messages ensuring information given is accurate and legible with all pertinent information.

Routine Histology Section

- Prepare paraffin tissue blocks exercising judgment in relation to orientation of tissue specimens.
- Use laboratory procedures to achieve acceptable quality sections. Sections must be microtome to thickness necessary for the pathologist to accurately evaluate structures of the cells that make up the tissue.
- Use quality control procedures for microscopic evaluation of slides: recognize tissue components and structures, evaluate staining qualities of each tissue sample and choose the proper stains to reveal the normal and abnormal structures of the tissue sections
- Maintain permanent files of paraffin blocks and the histology slides made from the paraffin blocks. Must follow quality control procedures when performing this task.
- Must follow safety procedures and regulations for the handling of laboratory specimens and chemicals in accordance with the policies at the office of Chief Medical Examiner, State and Federal regulations.
- Answer telephone; give and receive general and technical information relay messages ensuring information given is accurate and legible with all pertinent information.

QUALIFICATIONS REQUIREMENTS

1. High school graduation or its equivalent and one year of appropriate full-time experience or training in a biological, chemical or clinical laboratory **OR**, 2. Eight credits, including laboratory course work in biology, chemistry or medical technology from an accredited college or university **OR**, 3. A satisfactory equivalent combination of (1) or (2) above. However, all candidates must have a high school diploma or its equivalent.

NOTE: A transcript may be requested to verify the required credits in biology, chemistry or medical technology. New York residency is required. If you were educated in a foreign school you must submit an evaluation of your foreign education from an approved organization with your resume.

Note: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland or Orange County.

SPECIAL NOTE: The selected candidates will be required to provide a DNA sample by swabbing

LICENSE REQUIREMENTS

Applicant must possess or be eligible for a New York State Clinical Laboratory Technologist License as described in Part 58, Article 16 of the New York State Education Law effective September 1, 2006.

PREFERRED SKILLS:

Must be qualified as a technologist per NYSDOH; knowledge of universal infection procedures. BA or Associate degree in Biology/Chemistry is preferred.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

Recruiter1
Human Resources
Office of Chief Medical Examiner
421 East 26th Street
New York, NY 10016
Fax: (212) 323-1770
NO PHONE CALLS

Resumes may be emailed in a Word format to Recruiter1@ocme.nyc.gov. Title and posting number (JVN) must be indicated in the subject line.

POST DATE: 1/30/11	POST UNTIL: 2/14/11	JVN: 816 / 11 /CME / 036 (Agency Code/ Fiscal Year/Number)
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