

# ORCHID CELLMARK

## Job Description Form

**Job Title:** Laboratory Technician

**Location:** Farmers Branch, TX

**Summary of Job:** Responsible for providing consistent, high quality support for the general function of the operations laboratory by processing samples for forensic high-throughput contracts according to site specific standard operating procedures.

**Essential Functions:**

- Prepare samples for processing by DNA analysts, return samples at end of testing.
- Receive and accession samples; return samples at end of testing.
- Performs and follows established procedures as set by quality assurance and safety guidelines. Performs quality control duties as assigned including participating in proficiency testing.
- Conducts a wide variety of additional procedures as needed in the areas of DNA identification testing based on training received and completed (e.g., presumptive, slot blot quantitation, running product gels, printing of DNA profiles and reports, punching or cutting samples, extraction, amplification, loading samples, quantitations, and operation of automated equipment).
- Assists in the management of records.
- Makes solutions and reagents.
- Cleans laboratory instruments, refrigerators and freezers.
- Records all observations completely and correctly.
- Operates computers and laboratory equipment used in the laboratory correctly and safely.
- Provides customer service as required.
- Assists in tracking inventory of all supplies needed in laboratory.
- As part of the Company's ongoing effort to ensure compliance with the provisions of Sarbanes Oxley SEC 404, this position is required to assist the Company in testing the effectiveness of its internal control environment, under the supervision of the Director of Internal Audit.

**Job Requirements:**

**Education:**

B.S. or B.A. degree with major in biological science or chemistry.  
A. A. degree in Medical Technology with 5+ years of experience.

**Experience:**

0-1 year of general laboratory practices

**Technical Skills:**

General laboratory skills  
Proficiency in computers

**Non-Technical Skills:**

Excellent organizational skills.  
Ability to follow laboratory safety procedures.  
Attention to detail and concern for impact is essential.  
Ability to present information to supervisor and other employees is essential.  
Assists other departments as necessary.  
Good communication skills.  
Professional demeanor.

**Physical Demands:**

- Must wear Personal Protective Equipment as required by site specific Standard Operating Procedures.
- Sedentary walking and standing
- Handling – seizing, holding, grasping and fingering of objects, tools and controls
- Reaching
- Vision – close vision

**Working Conditions:**

- Laboratory Setting
- Possible exposure to Blood Borne Pathogens under proper safety protocols
- Occasional exposure to toxic or caustic chemicals under proper safety protocols
- Moderate noise level
- Flexible work hours. May be required to work on off hours and weekends.

Interested candidates should send their resumes to: [HRDallas@orchid.com](mailto:HRDallas@orchid.com)