



ERIE COUNTY  
CIVIL SERVICE OPPORTUNITIES  
APPLICATIONS ACCEPTED CONTINUOUSLY  
ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER  
*Please refer to our internet address at: [www.erie.gov](http://www.erie.gov)*

A NON-REFUNDABLE \$15.00 PROCESSING FEE  
OR APPLICATION FEE WAIVER AND CERTIFICATION FORM MUST ACCOMPANY EACH APPLICATION  
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)  
*See reverse side of this announcement for fee waiver information*

## LABORATORY TECHNOLOGIST (MICROBIOLOGY)

NO.42-119

\$30,586 - \$39,291

**Notice to Candidates: Transcripts will now be accepted by the Department of Personnel ONLY at time of application.  
All subsequent transcripts must be submitted at time of interview.**

**RESIDENCE REQUIREMENTS:** THERE ARE NO RESIDENCY REQUIREMENTS FOR THIS EXAMINATION. If you pass the examination, your name will appear on the continuous eligible list for one year. After one year, your name will be removed from the list. You may apply for retest at six month intervals.

The eligible list will be used to fill present and future vacancies at the Erie County Medical Center.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Clinical Laboratory Technology, Medical Technology or related title which meets the standards set forth in Title 8, Article 165 of New York State's Education Law and Subpart 79-13 of the Regulations of the Commissioner of Education; or
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Biology supplemented by one (1) year of experience in a clinical or public health laboratory specializing in microbiology or immunology; or
- C) Possession of a license or limited permit to practice as a Clinical Laboratory Technologist as issued by the New York State Education Department.

**SPECIAL REQUIREMENTS:**

Eligibility for licensure or limited permit to practice as a Clinical Laboratory Technologist at time of application;

Possession of a license or limited permit to practice as a Clinical Laboratory Technologist as issued by the New York State Education Department at time of appointment;

Possession of a license to practice as a Clinical Laboratory Technologist as issued by the New York State Education Department at time of permanent appointment.

**DUTIES:** A Laboratory Technologist (Microbiology) performs a variety of general and specialized diagnostic tests at a clinical or public health laboratory; sets up, cleans and maintains equipment and instruments to be used in lab tests; conducts tests related to bacteriology, mycology, virology, serology and immunology on specimens according to established procedures; prepares various types of media, reagents, tests solutions, smears stains and slides for microscopic analysis; performs laboratory tests on both clinical and environmental specimens; exercises care and safety in handling infectious and biologically active specimens and in using clinical laboratory equipment; collects specimens from patients which may include phlebotomy; inoculates and bleeds small animals.

**A medical examination may be required before appointment.**

- SEE REVERSE SIDE -

**SUBJECT OF EXAMINATION:** The only subject of examination will be an evaluation of your training and experience. You are therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

In your *summary of training* include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued.

In your *summary of experience*, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will NOT be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

**WHERE TO APPLY:** You must obtain Form P.O. 30X, "Erie County Application for Examination or Appointment" at the Erie County Civil Service Commission/Personnel Office web site located at [www.erie.gov](http://www.erie.gov). Click on "Civil Service Jobs". If you do not have internet access you may pick up an application form at the Erie County Personnel Department, 95 Franklin Street, Room 604, Buffalo, New York 14202. Forms are also available at Buffalo and Erie County Public Libraries and at Town, Village and School District administrative offices.

Completed forms should then be returned to the Erie County Personnel Department. In addition, candidates must attach transcripts to their application. No applications will be evaluated until all the above information, including transcripts, is received.

**ISSUED: 05/09**

**MILITARY STATUS:** If you expect to enter military service, you may still compete in this examination and may be appointed or reinstated after you return home from active duty.

**VERIFICATION OF QUALIFICATIONS:** Candidates may be investigated or called for an interview to determine whether they qualified for appointment. In addition to meeting specific requirements, candidates and appointees must be of good moral character and habits.

**VETERANS:** Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively, added to their earned scores if successful in the examination. You should claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits you may not claim them again. Children of firefighters or police officers killed in the line of duty may also be eligible for additional credit. Contact the Erie County Personnel Dept. for more information.

This examination is prepared by the New York State Department of Civil Service and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.

**\*\*IMPORTANT APPLICATION FEE - READ CAREFULLY\*\***

A \$15.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency.

**All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. The form is available at the Erie County Personnel Department, 95 Franklin Street, Buffalo, NY (Room 604) or can be downloaded from the County's website at [www.erie.gov](http://www.erie.gov). Click on "County Departments and Agencies", then "Erie County Civil Service".**