LABORATORY TECHNICIAN
PHYSICAL SCIENCES
JOB# FCC805
$3,352 - $4,063 per month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: July 28, 2011
100% Position, 12 MONTHS PER YEAR

CLOSING DATE: August 19, 2011

POSITION LOCATION: Fullerton College – Natural Sciences/Chemistry Department

SCHEDULED SHIFT: 7:30 a.m. – 4:00 p.m., Monday through Friday
(Schedule and shift are subject to change in accordance with department needs.)

STARTING DATE: As soon as possible.

TYPICAL DUTIES
This position is responsible for performing specialized and technical duties to assist in the operation and maintenance of an instructional laboratory or a technical support service center. Assist in the operation and maintenance of an instructional laboratory or for a technical support service center; perform specialized and technical duties to assure efficient lab operations. Assist faculty in the use of a variety of equipment, materials and supplies. Prepare and issue materials and equipment for student use; maintain records of materials and equipment used by students. Prepare instructional materials and equipment for faculty demonstration and student use as requested, according to approved procedures. Maintain laboratory environment in a safe, clean and orderly condition. Order, receive and store supplies, materials and equipment; maintain inventory, assure that adequate quantities are available for instructional use. Troubleshoot, adjust, maintain and perform minor repairs to equipment; report major repair needs or arrange for repairs according to established procedures. Prepare and maintain various records and reports related to laboratory operations and activities as required; operate a variety of equipment related to the specialized area of assignment; perform some clerical duties as required. Assist in the coordination of exhibits or the use of lab facilities and assures the availability of appropriate supplies and equipment. Train and provide work direction to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: High school diploma or equivalent AND two (2) years of college coursework in area of specialization (chemistry) and extensive practical experience in area of specialization (chemistry).

Knowledge of: Principles, practices, procedures and equipment of assigned subject area; proper methods, materials, tools and equipment used in the assigned classroom or laboratory; appropriate safety regulations (OSHA and District) used in the assigned classroom or laboratory; principles and practices of providing work direction and training; record-keeping techniques; District organization, operations, policies and objectives; technical aspects of field of specialty.

Ability to: Plan, organize and prioritize work; perform specialized and technical duties to assure efficient lab operations; assure the care of assigned equipment, materials and supplies; issue and receive equipment and supplies; work independently and with little direction; train and provide work direction to others; assign and review the work of others; meet schedules and time lines; understand and follow oral and written directions; establish and maintain effective working relationships with others.

Licenses and Other Requirements: At the time of hire, the applicant must possess a valid California Driver’s License. The following training must be completed after hire: Chemical Hygiene and Hazard Communication.
LABORATORY TECHNICIAN – Continued

**APPLICATION PROCEDURE**

1) **District Classified Application** *(All sections must be completed.)*

   → Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2) **List of completed college course work or unofficial transcripts.**

   → May be a list compiled by applicant or unofficial transcripts; must be submitted with application. Applications submitted without a list of college course work or transcripts attached will be deemed incomplete and will not be considered.

3) **Copy of valid California Driver’s License.**

   → Must be submitted with application. Applications submitted without a copy of California Driver’s License will not be considered.

Note: The incumbent will be required to submit official college transcripts at the time of hire.

Applicants **MUST submit the following items:**

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #FCC805, Laboratory Technician-Physical Sciences, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

**THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.**

Mail or deliver your application packet in person to:

**North Orange County Community College District**

Human Resources, 9th Floor

1830 West Romneya Drive

Anaheim, CA 92801-1819

**APPLICATION DEADLINE**

Completed applications must be received in the Human Resources office on or before **August 19, 2011, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered. The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

Applicants selected for position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at www.nocccd.edu.