The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.
7. Knowledge of keyboarding and computer data entry skills

8. Ability to use proper bending and lifting techniques.

9. Ability to collect data and maintain accurate records.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. High school graduation or equivalent, and

2. One year experience performing phlebotomy work, and

3. Completion of a Phlebotomy training program, or

4. Certification as a Phlebotomist Technician by ACA (American Certification Agency), AMT (American Medical Technologists), ASCP (American Society for Clinical Pathology), NCA (National Center for Competency Testing), NCCT (National Credentialing Agency) or NHA (National Healthcareer Association).

REVISION EFFECTIVE: March 17, 2008