

CLASSIFICATION: LABORATORY ASSISTANT III

Class Code: 5577-14

Date Established: 02-23-76

Occupational Code: 9-1-4

Date of Last Revision: 7-17-15

Exempt Status: Non- Exempt

BASIC PURPOSE: To supervise subordinate laboratory staff and to perform standardized chemical and biological duties involving a variety of substances.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Supervises standardized chemical and biological analyses of a variety of substances.
- Isolates laboratory substances and performs necessary chemical tests and examinations to identify substance.
- Maintains a catalog of data collected through a series of analytical examinations.
- Utilizes precision instruments and prepares reports based on results.
- Supervises laboratory staff in maintaining cleanliness of the laboratory chemical storage facility and related laboratory equipment.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

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Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or technical institute with major study in laboratory technology. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in laboratory work with two years at the level of Laboratory Assistant II. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Considerable knowledge of the procedures and practices of laboratory technology. Considerable knowledge of the use of laboratory equipment. Skill in the application of techniques used in conducting analyses using complicated laboratory equipment. Ability to instruct others in standard laboratory methods and procedures. Ability to follow verbal and written instructions. Ability to maintain exact records of tests conducted. Ability to establish and maintain effective working relationships with other employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.