

**CLASSIFICATION:** LABORATORY ASSISTANT I

**Class Code:** 5575-09

**Date Established:** 02-23-76

**Occupational Code:** 9-1-4

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non- Exempt

**BASIC PURPOSE:** To provide assistance in conducting routine laboratory testing procedures.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Performs chemical and manual procedures to prepare samples along established guidelines for analysis.
- Assists in performing routine chemical and biological tests from samples submitted.
- Organizes materials for a variety of routine laboratory tests.
- Evaluates raw data obtained from laboratory tests to determine validity of particular runs.
- Cleans laboratory equipment and storage areas.
- Orders supplies used in analysis as needed so that the laboratory maintains adequate supplies.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

**Knowledge:** Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

**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 obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

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**Complexity:** Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

**Independent Action:** Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

### **MINIMUM QUALIFICATIONS:**

**Education:** High School diploma or G.E.D. equivalent. Each additional year of approved formal education in the fields of biological sciences and health professions may be substituted for one year of required work experience.

**Experience:** Two years' experience in laboratory work.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Knowledge of laboratory principles, techniques, terminology and equipment. Skill in laboratory routine and in the care and operation of equipment. Ability to follow directions and to make simple arithmetic computations. 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.