GENERAL CLASS DESCRIPTION:

Under direct supervision, performs cleaning, routine maintenance and other related non-technical work in a clinical, environmental, teaching or research laboratory.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Cleans laboratory area and equipment and washes or sterilizes instruments and glassware used in a clinical, environmental, teaching or research laboratory.

2. Receives, unpacks, and properly distributes or stores mail, freight, biological specimens or environmental samples to be used in a clinical, environmental, teaching or research laboratory.

3. Runs errands such as delivering experimental animals or cleaned equipment to proper location.

4. Assists in rigging and dismantling simple experimental equipment for a clinical, environmental, teaching or research laboratory, and in other ways provides non-technical assistance with laboratory experiments and procedures.

5. Assembles components into kits, e.g., Wasserman kits, and readies them for mailing.

KNOWLEDGES, SKILLS AND ABILITIES

1. Knowledge of care and use of laboratory equipment.
Class Title: Laboratory Assistant I

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Pay Grade: 403

2. Knowledge of principles of sanitation, health hazards, and the necessary precautionary measures.

3. Knowledge of standard cleaning techniques and equipment and supplies required.

4. Ability to use proper bending and lifting techniques.

5. Ability to follow oral and written instructions.

MINIMUM ELIGIBILITY REQUIREMENTS:

Ability to read, write and follow instructions.

REVISION EFFECTIVE: August 1, 2000