

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Laboratory Assistant I

**Class Code:** 3151

**Pay Grade:** 403

**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.

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.

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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**