

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

**Class Title:** Laboratory Assistant II

**Class Code:** 3152

**Pay Grade:** 405

**GENERAL CLASS DESCRIPTION:**

Under direct supervision performs cleaning, routine maintenance and related work in the laboratory including elementary but responsible tasks related to the conduct of clinical, environmental, teaching or research laboratory activities.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Cleans laboratory and equipment and washes or sterilizes instruments and glassware to insure proper cleanliness.
2. Receives, unpacks, and properly distributes or stores mail, freight, biological specimens or environmental samples to be used in the laboratory. May decipher codes on specimen or sample container in order to make proper deliveries.
3. Assists in running of experiments by simple data collection from equipment or observation of animals and recording of results on standard form.
4. Assists in rigging and dismantling experimental equipment and performs standard tests to determine equipment accuracy.
5. Mixes chemicals and other solutions to prepare media, reagents, and drugs according to established instructions or procedures.
6. Runs errands, such as delivering or picking up experimental animals, samples, specimens or equipment used in laboratory.

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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**KNOWLEDGES, SKILLS AND ABILITIES**

1. Knowledge of care and use of laboratory equipment.
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.
6. Ability to keep basic records and inventories.
7. Ability to use and care for tools in maintenance and repair work.
8. Ability to prepare simple chemical solutions according to instructions.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

High School graduation, including courses and related lab work in general science or chemistry, or

One year of Laboratory Assistant I or related experience.

**REVISION EFFECTIVE: August 1, 2000**