

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

Class Title: Laboratory Technician I

Class Code: 3251

Pay Grade: 406

GENERAL CLASS DESCRIPTION:

Under direct supervision, performs technical and allied duties related to the function of a clinical, environmental, teaching or research laboratory and requiring a limited degree of skill. May use microscopes and other instruments and test equipment to make simple quantitative and qualitative analysis; maintains a laboratory area and equipment, and provides functional supervision to Laboratory Assistants as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Performs simple and repetitive tests on experimental materials or animals to process environmental samples or biological specimens, such as adding chemicals and recording color changes, counting blood cells under a microscope, and recording food intake of animals.
2. Records data from standard laboratory equipment such as oscilloscopes, pressure transducers, amplifier-recorders, etc.
3. Prepares simple chemical solutions for media, reagents, and drugs according to established instructions or procedures.
4. Performs routine cleaning and preventative maintenance in a small laboratory area and for laboratory equipment therein.
5. Receives, and properly distributes, incoming mail, freight, laboratory supplies, biological specimens or environmental samples, and directs and performs the packing and mailing of outgoing freight, specimens and reports.
6. Assembles and dismantles experimental equipment according to set standards. May assist in building more complex equipment.
7. Maintains supplies and equipment for small laboratory area and reports of lacking stocks. Assists with this function in large laboratory areas.

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.

Class Title: Laboratory Technician I

Class Code: 3251

Pay Grade: 406

8. Performs data entry to label and process laboratory specimens.
9. Responds to telephone inquiries regarding laboratory specimens. Investigates and resolves minor laboratory questions.

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. Knowledge of keyboarding and computer data entry skills.
5. Ability to use proper bending and lifting techniques.
6. Ability to communicate effectively with others.
7. Ability to follow oral and written instructions.
8. Ability to collect data, keep accurate records, and prepare reports.
9. Ability to work with computerized inventory control systems.
10. Ability to use and care for tools in maintenance and repair work.
11. Ability to prepare chemical solutions according to instructions.

MINIMUM ELIGIBILITY REQUIREMENTS:

One year of related laboratory experience, or

Any combination of related experience and/or related undergraduate courses in physical or natural sciences that is equivalent to one year of full-time employment.

REVISION EFFECTIVE: July 1, 2003