

**BOARD OF REGENTS
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Class Title: Histology Technician II

Class Code: 3262

Pay Grade: 409

GENERAL CLASS DESCRIPTION:

Under general supervision, prepares human and animal tissue for diagnostic and research uses and performs simple analysis thereof. Proficient in the performance of all routine and specialized procedures in the histopathology laboratory.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Prepares human and animal tissues from surgical, diagnostic, and autopsy sources, employing established techniques for fixation, dehydration, embedding, sectioning, and staining of the specimens.
2. Performs specialized staining methods, and fixation and processing procedures.
3. Studies all microscopic preparations to determine if the preparations are correct and complete. Makes repetitive analyses of the sections according to standard criteria.
4. Maintains complete histopathology laboratory records in an orderly system.
5. Assists in directing the work of other laboratory employees engaged in histological or related work: and give laboratory orientation and training to new employees in the histology laboratory.
6. Responsible for the proper preparation, storage, and maintenance of dyes, stains, and other solutions used in the histopathology laboratory. Maintains and cleans equipment.

KNOWLEDGE, 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.

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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4. Knowledge of keyboarding and computer data entry skills.
5. Ability to communicate effectively with others.
6. Ability to follow oral and written instructions.
7. Ability to collect data, maintain accurate records and prepare reports.
8. Ability to work with computerized inventory control systems.
9. Ability to use and care for tools in maintenance and repair work.
10. Ability to organize and prioritize multiple tasks.
11. Ability to exercise functional supervision over employees.

MINIMUM ELIGIBILITY REQUIREMENTS:

Eligibility for certification by the American Society of Clinical Pathologists in histologic technique.

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REVISION EFFECTIVE: October 1, 2009