

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

Class Title: Histology Technician III

Class Code: 3263

Pay Grade: 112

GENERAL CLASS DESCRIPTION:

Under general supervision, prepares human and animal tissues for diagnostic and research examination. Provides functional and administrative supervision to other laboratory employees, especially concerning specialized procedures and methods.

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. Recognizes and identifies microscopic tissue structures.
3. Knowledgeably employs histo-chemical methodology.
4. Assists in the training and instruction of new employees and/or students in the histopathology laboratory.
5. Demonstrates knowledge in the proper operations and maintenance of all histopath lab instruments.
6. Responsible for inventory of equipment and supplies for the histopathology laboratory.
7. Interviews and recommends hiring other personnel.

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 keyboarding and computer data entry skills.

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. Ability to communicate effectively with others.
5. Ability to follow oral and written instructions.
6. Ability to collect data, maintain accurate records and prepare reports.
7. Ability to work with computerized inventory control systems.
8. Ability to use and care for tools in maintenance and repair work.
9. Ability to perform difficult lab procedures.
10. Ability to organize and prioritize multiple tasks.
11. Ability to exercise functional and administrative supervision over employees.
12. Ability to make decisions requiring interpretation and judgment.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Certification by the ASCP as a Histology Technician, and;
2. Two years of working experience in an approved histology laboratory.

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REVISION EFFECTIVE:

October 1, 2009