

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

Class Title: Electron Microscope Technician I

Class Code: 3271

Pay Grade: 408

GENERAL CLASS DESCRIPTION:

Under general supervision, prepares and photographs materials on the electron microscope and prepares materials for use in laboratories.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Receives, labels and catalogues tissue specimens.
2. Prepares specimens, trims and shapes to proper dimensions; prepares replicas for viewing.
3. Sections specimens with hand instruments and microtome, stains specimens color or optical stains, retrims sections to smaller dimensions, and restains specimens with metal stain to absorb electrons.
4. Operates electron microscope to photograph sections; develops pictures and makes enlargements.
5. Prepares solutions and fixatives used in the above processes, maintains records and files on tissues examined.
6. Under direct supervision, assists in disassembly of electron microscope, cleans and performs minor maintenance and adjustments.
7. Orders materials and keeps laboratory in good working order.
8. Maintains files of equipment, I negatives and records.
9. Assists in training others to operate electron microscope.

KNOWLEDGE, 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.

Class Title: Electron Microscope Technician I

Class Code: 3271

Pay Grade: 408

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 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.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Two years of post high school with natural science course plus one year Electron Microscope laboratory course, or
2. Two years of post high school education with natural science courses, plus one year of Electron Microscope laboratory experience, or
3. One year of post high school education with natural science courses, plus two years of Electron Microscope laboratory experience,
4. Three years of Electron Microscope laboratory experience.

H:(hr/classdes)3271

REVISION EFFECTIVE: October 1, 2009