

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

Class Title: Electron Microscope Technician II

Class Code: 3272

Pay Grade: 411

GENERAL CLASS DESCRIPTION:

Under general supervision, prepares and photographs materials on the electron microscope, cleans and maintains the microscope, and provides functional supervision for the electron microscope laboratory.

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, microtome, and ultratome; stains specimens with color or optical stains, re-trims 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 all solutions and fixatives used in the above processes, and maintains records and files on tissues examined.
6. Provides functional supervision to other laboratory personnel engaged in the performance of all or parts of the duties noted above.
7. Partially disassembles the electron microscope, cleans and performs minor maintenance and adjustments.
8. Assists people in operating instruments, and provides suggestions as to proper usage.
9. Attends conferences and workshops to keep abreast of developments in the field.

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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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.
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 supervision over employees.
12. Ability to make decisions requiring interpretation and judgment.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Four years of laboratory work, which includes at least two years of experience using histological techniques, or any combination of laboratory experience and post-high school education in the physical or natural sciences from which comparable knowledge and ability can be acquired, and
2. One year of experience as an Electron Microscope Technician I or experience comparable thereto.