Title: Laboratory Technician 1

Pay Scale Group: 24

Essential Function

Under general supervision from administrative supervisor, collect specimens and otherwise prepare for laboratory analysis/tests, assist in performance of routine laboratory tests, clean and maintain laboratory equipment and area and prepare and maintain work related documentation.

Characteristic Duties

1. Prepare samples collect specimens for laboratory tests and otherwise prepare for laboratory analysis/tests (e.g., furnishes lab sections with properly cleaned materials).
2. Receive samples, assigns identification numbers to samples, and delivers to proper section.
3. Assist in preparation of chemical reagents and standard solutions; set up test tube trays; prepare substances for storage.
4. Assist laboratory personnel in performance of routine laboratory tests.
5. Clean and maintain glassware, equipment and laboratory area (e.g., receive glassware and equipment from laboratory sections, clean/sterilizes and/or maintain supplies, equipment and instruments, maintain adequate stock levels such as trays for daily use or supply of containers and protective devices for distribution of samples, perform general housekeeping tasks of laboratory sinks, benches, and other laboratory areas).
6. Prepare and maintain work related documentation (e.g., maintain reference library of samples, fill orders for sub-sample materials from laboratory personnel and other interested parties, maintain records for identification and dispensing of all samples, reports to supervisor results of data gathered from routine testing or resulting from specimen identification, logs in specimens received).
7. Perform work related miscellaneous tasks (e.g., disposes of discarded or unused sample and reagent materials according to established procedures, open mail, assist staff in other sections).
8. Perform related duties based on departmental need.

Unusual Working Conditions

- May be exposed to dangerous chemicals or unpleasant odors.

Minimum Qualifications

- High school diploma or GED equivalent.

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