Title: Laboratory Technician 2

Essential Function

Under general supervision from administrative supervisor, prepare samples and specimens for testing; perform routine laboratory tests; prepare and maintain work related documentation; perform clerical type tasks; clean and maintain glassware, equipment and laboratory area; and perform work related miscellaneous tasks as assigned.

Characteristic Duties

1. Prepare samples specimens for testing (e.g., draw and take blood and urine samples; prepare pipetting and dilute specimens; separate and distribute specimens to appropriate section; prepare reagents and antigens for use in disease research slide tests).

2. Perform routine laboratory tests (e.g., urine pregnancy, quick strep, slides, specimens and blood tests).

3. Prepare and maintain work related documentation (e.g., maintain medical records regarding specimens and samples; order laboratory equipment and supplies and maintain inventory).

4. Log in mail and/or specimens received; prepare reports and/or charts regarding test results.

5. Perform miscellaneous clerical related work (e.g., file, answer telephone, assist in typing of routine correspondence).

6. Clean, sterilize, and maintain glassware, equipment and laboratory area.

7. Perform equipment quality control and minor repairs.

8. May provide work direction and training for lower level personnel.


Unusual Working Conditions

- May be exposed to dangerous chemicals or unpleasant odors.

Minimum Qualifications

- High school diploma or GED equivalent and; six months experience in medical laboratory techniques and performance of routine lab tests.

Last updated: May 2005