OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW

CLASS TITLE: Laboratory Assistant

CODE: 86110C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under close supervision from administrative supervisor, cleans laboratory equipment, instruments &/or laboratory area, packs, unpacks, sorts, maintains, inspects &/or distributes related laboratory items & assists higher-level laboratory personnel with laboratory testing preparation & other related work;

PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	49-69	Cleans laboratory equipment, instruments &/or area & packs, unpacks, sorts, maintains, inspects &/or distributes related laboratory material (e.g., cleans & sterilizes delivered glassware, inspects for cracks & breakage, unpacks & distributes cleaned glassware & collects dirty glassware from laboratory; prepares materials for mailing & packages & ships mailing containers & specimens; cleans & dusts laboratory furniture; stores section supplies).	Ability to (1) carry out detailed but basic written, oral instructions, (2) add, subtract, multiply & divide whole numbers, (3) read short sentences with basic, concrete vocabulary, (4) sort items into categories according to established methods (5) demonstrate dexterity.
2	29-49	Assists higher-level laboratory personnel with laboratory testing preparation & other related work (e.g., assembles various specimen kits for analyses; prepares specimen collection outfits for various lab tests; assists with receiving & sorting blood samples; aids in preparation of reagents & other solutions; disposes of samples after analytical completion; assists in sample identification).	Skill in (6) operation of laboratory related equipment (e.g., autoclave)*; ability to 1, 2, 3, 4, 5.
3	0-5	Prepares &/or maintains work-related records (e.g., maintains card file on supplies & related equipment; prepares lists of sample parameters requested by each unit).	Ability to 1, 2, 3, 4, (7) maintain accurate records.

(1263)

123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May be exposed to dangerous chemicals & unpleasant odors.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary.

TRAINING & DEVELOPMENT

FORM ADM 4134

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