OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW

CLASS TITLE: Laboratory Technician 1

CODE: 86111C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from administrative supervisor, prepares samples, collects specimens & otherwise prepares for laboratory analysis/tests, assists in performance of routine laboratory tests, cleans & maintains laboratory equipment & area & prepares & maintains work related documentation;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	52-72	Prepares samples, collects specimens for laboratory tests & otherwise prepares for laboratory analysis/tests (e.g., furnishes lab sections with properly cleaned materials, receives samples of fertilizers, liming materials &/or other substances from field inspectors, hospitals, local public health laboratories or other sources; assigns identification numbers to samples, grinds samples & delivers to proper section; assists in preparation of chemical reagents & standard solutions; sets up test tube trays; prepares substances for storage) & assists laboratory personnel in performance of routine laboratory tests (e.g., weighing, digestion & dilution of samples for fertilizer analysis; analysis of stream samples for intensive water quality surveys; microbiological examination of specimens).	Knowledge of (1) biological science (e.g., biology, microbiology), (2) physical scienc (e.g., chemistry, geology); skill in (3) us of laboratory equipment (e.g., mechanical washers, grinders); ability to (4) carry ou instructions in written, oral or picture form, (5) calcualte fractions, decimals & percentages, (6) complete routine forms, (7 sort items into categories according to established methods, (8) cooperate with co-workers on group projects, (9) demonstrate dexterity.
2	12-22	Cleans & maintains glassware, equipment & laboratory area (e.g. receives glassware & equipment ffrom laboratory sections, cleans/sterilizes &/or maintains supplies, equipment & instruments, maintains adequate stock levels such as trays for daily use or supply of containers & protective devices for distribution of samples, performs general housekeeping tasks of laboratory sinks, benches & other laboratory areas).	Skill in 3; ability to 4, 6, 7, 8, 9, (10) add, subtract, multiply & divide whole numbers.

(1264)

123.1-7-17

*Developed after employment

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

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in biological science (e.g., biology, microbiology) or physical science (e.g., chemistry, geology) to include laboratory techniques & use of related equipment (or 3 mos. exp.); or

TRAINING & DEVELOPMENT:

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JURISDICTION: City., Un

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	11-31	Prepares & maintains work related documentation (e.g., maintains reference library of samples, fills orders for sub-sample materials from laboratory personnel & other interested parties, maintains records for identification & dispensing of all samples, reports to supervisor results of data gathered from routine testing or resulting from specimen identification, logs in specimens received); performs work related miscellaneous tasks (e.g., disposes of discarded or unused sample & reagent materials according to established procedures, opens mail, assists staff in other sections, contacts hospitals, physicians & clinics regarding specimens received & tests performed).	Ability to 4, 6, 7, 8, 9, 10, (11) maintain accurate records.

(265)

123 1-7-17

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
equivalent.

*Developed after employment

TRAINING & DEVELOPMENT:

FORM ADM-4134

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