STATE OF OHIO (DAS) CLASSIFICATION **SPECIFICATION** 

CLASSIFICATION SERIES:	SERIES NO.:
Chemical Stores Clerk	1473
MAJOR AGENCIES:	<b>EFFECTIVE DATE</b> :
Health	

<u>SERIES PURPOSE</u>:
The purpose of the chemical stores clerk occupation is to fill orders for chemicals & laboratory equipment.

This series does not include incumbents who receive & store mechanical items (see Mechanical Stores Clerk), nor who receive & store non-laboratory items (see Stores Clerk)

**CLASS TITLE**:

**CLASS NUMBER**:

14731

**EFFECTIVE DATE**:

**Chemical Stores Clerk** 

03/26/1990

### **CLASS CONCEPT:**

The full performance level class works under immediate supervision & requires working knowledge of inventory control & chemistry in order to fill orders for chemicals & laboratory equipment.

CLASS TITLE:	<b>CLASS NUMBER</b> :	BARGAINING UNIT:
Chemical Stores Clerk	14731	09

#### **EFFECTIVE DATE:**

03/26/1990

## <u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives, stores & distributes chemicals & laboratory equipment, inventories existing supplies & equipment & completes all related records.

Mixes, bottles & labels chemical solutions; sets up laboratory equipment; washes glassware; cleans delicate laboratory equipment; cleans & organizes chemical storeroom.

#### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of chemistry; laboratory equipment\*; inventory control\*; addition, subtraction, multiplication, division, fractions, percentages. Ability to carry out instructions in written, oral or picture form; lift 50 lbs. of laboratory equipment or chemical supplies repeatedly.

(\*)Developed after employment.

### MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions & percentages; 1 course or 3 mos. exp. in chemistry.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

# TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

#### **UNUSUAL WORKING CONDITIONS:**

May be exposed to dangerous chemicals.