

GENERAL DESCRIPTION OF CLASS

The LABORATORY TECHNICIAN 1 performs routine and standardized chemical, microbiological, physical, or other laboratory tests following well-defined written instructions and procedures. The Laboratory Technician 1 usually performs one or two tests, seldom requiring alterations or deviation in testing procedures. Tests are usually performed on a production basis with well-defined procedures for detecting errors. The Laboratory Technician 1 prepares media, reagents, solutions, and stains preliminary to testing of specimens and samples.

DISTINGUISHING FEATURES

This is the first level of a two-level series. It is distinguished from the higher level by well-defined written instructions and procedures for detecting errors. Laboratory Technician 1's are not expected to interpret results of analyses nor to run correlations with other tests before reporting results.

DUTIES AND RESPONSIBILITIES

- 1. Testing.** Typical tasks: performs standardized chemical, microbiological, or physical tests, microscopic examinations and procedures which are characterized by well-defined, written instructions for detecting errors, but does not require correlation with other tests before reporting results and which does not require interpretation of results; may assist with standard quality control tests in chemical, microbiological, physical analysis, and other laboratory tests; may assist in experimental or research activities involving specifically designed laboratory procedures; may assist in conducting exercises or experiments for teaching exercises or research experiments; under close and direct supervision, may perform specialized work in chemical, bacteriological, physical, biological, pathological, or similar areas of laboratory analysis.
- 2. Equipment.** Typical tasks: operates laboratory equipment common to laboratories; adjusts, fine-tunes (calibrates), and maintains laboratory instruments and equipment; recognizes and corrects malfunctions of simple instruments and analytical procedures; assembles laboratory equipment and apparatus.
- 3. Preparation.** Typical tasks: collects specimens or samples from appropriate sources; receives, logs, and accepts samples for analysis from qualified collectors; records which tests must be performed on certain specimens or samples; prepares specimens or samples for analysis (identifies, labels, and weighs sample); prepares laboratory reagents, solutions, stains, and media; handles samples and materials with proper aseptic techniques; sterilizes media and instruments; maintains laboratory in a neat and orderly fashion and free of recognizable hazards; may wash glassware.
- 4. Reports.** Typical tasks: clerically logs in samples as they arrive at laboratory including date, log number, time, and person sending sample; records test data and test results; maintains records and prepares reports of test results.
- 5. Supplies.** Typical tasks: stocks and restocks supplies in storage rooms and refrigerators; orders supplies when stock supplies are low or when special items are required for research or experiments.

6.Miscellaneous. Typical tasks: may feed and care for laboratory animals.

RELATIONSHIPS WITH OTHERS

Employees in this class have daily in-person or telephone contact with professional personnel from other laboratories to provide test results, to give or obtain information regarding specimen or sample to be tested, or to discuss status of tests being run. Employees in this class have regular in-person contact with students to answer questions or to demonstrate laboratory procedures. Employees in this class also have regular in-person or telephone contact with chemistry storekeepers to order supplies, and with people or agencies submitting samples to the laboratory or exchanging information.

SUPERVISION RECEIVED

Employees in this class work under close supervision of a laboratory supervisor, physician, dentist, scientist, academician, or other administrative superior. Work is reviewed in process by a leadworker or supervisor to verify quality and accuracy of critical phases of the work, with a final review upon conclusion. Records are reviewed routinely for quality control. Guidelines used in performance of duties include standardized testing procedures, accepted aseptic and sterilization procedures, established laboratory procedures, and applicable State and Federal regulations.

GENERAL INFORMATION

Positions are found in central and remote locations throughout State government (e.g., general government agencies, human or natural resource agencies, correctional, mental health, or higher education institutions, hospitals, etc.). They require the willingness to work within the environment associated with the position's location.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of general laboratory terminology, equipment, procedures, and techniques.

General knowledge of chemistry, mathematics, and biology.

Skill in the care and handling of laboratory specimens.

Skill in preparing laboratory specimen samples, reagents, solutions, and stains for testing.

Skill in preparing laboratory apparatus, materials, and fundamental equipment.

Skill in preparing clear and accurate records.

Skill in performing a variety of basic laboratory functions.

Ability to assemble laboratory equipment and instruments.

Ability to operate and maintain laboratory equipment and instruments.

Ability to perform standardized laboratory tests.

Ability to read and follow well-defined scientific laboratory procedures.

Ability to understand and follow oral and written instructions.

Ability to learn new procedures rapidly.

Ability to maintain accurate records.

Ability to organize and prioritize work.

Ability to perform highly repetitive tasks while maintaining accuracy and speed.

Ability to work with potentially infectious or hazardous chemicals and specimens.

Some positions in this class may require one or more of the following:

Ability to work with laboratory animals.

Ability to work in the presence of x-ray sources.

Ability to work near high temperatures, open flames, and fumes.

Ability to input data and operate computer programs.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.