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<b>Functional Title:</b>	Laboratory Assistant	<b>Job Code:</b>	0016-CS155
<b>Classification Series:</b>	Laboratory	<b>Band/Zone:</b>	E1
<b>Department:</b>	Academic Affairs	<b>FLSA:</b>	Non exempt
<b>Date:</b>	July, 1997		

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**General Function:**

Performs a variety of custodial and clerical tasks related to operation of the department's laboratory.

**Characteristic Duties and Responsibilities – Essential Functions:**

- 1) Organizes laboratory, work areas, equipment, and supplies; cleans work area and equipment.
- 2) Transports materials which may include food, utensils, or animals to and from laboratory.
- 3) Receives and stores all laboratory equipment and supplies; maintains inventory of supplies; reorders as necessary.
- 4) Maintains and operates laboratory equipment.
- 5) May feed, water, clean cages, and monitor health of laboratory animals.
- 6) May assist in student lab set-up and clean up.

**Reporting Relationships:**

Direction Received: Reports to Animal Facilities Supervisor or Chair of Department.

Direction Given: Occasional monitoring and training of student employees. May occasionally assist in training classified staff.

**Minimum Requirements:**

Requires high school diploma or GED and six months of laboratory experience, or an equivalent combination of education and experience.

**Knowledge, Skills, Abilities, and Worker Characteristics:**

Knowledge of laboratory procedures; ability to maintain records; requires driver's license.

**Working Conditions:**

Physical effort usually requires considerable walking and standing with some lifting of materials weighing 25 to 50 pounds. Some exposure to unpleasant elements which are particularly disagreeable. Some element of personal risk due to handling of chemicals, extremely hot water, and/or animals.