

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
LABORATORY ASSISTANT 2

DEFINITION

Performs technical laboratory work following specific instructions or standard procedures and techniques where indicated results are obvious and assists in performing the more difficult tests within the assigned laboratory; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Performs corrosion, flash and distillation tests to determine compliance with state standards of quality on gasoline and other petroleum products submitted by state inspectors.

Performs tests on blood samples gathered from livestock and submitted by inspectors and veterinarians to determine if brucellosis is present.

Recognizes and identifies inert matter, weed seeds, noxious weeds, etc. and determines germination percentage in official seed samples.

Performs blood draws (phlebotomy) on residents/patients. Processes human blood specimens for testing. Performs coagulation testing.

Assists other technicians or professionals in the performance of their analysis work in the laboratory.

Maintains records of work performed to document results of tests conducted.

Cleans and maintains equipment used in tests conducted.

COMPETENCIES REQUIRED

Knowledge of laboratory testing methods and procedures.

Knowledge of the principles of basic biology, chemistry, physics, or phytology analysis.

Knowledge of the proper use and care of equipment used in laboratory analysis.

Knowledge of the proper processing of blood samples.

Ability to draw blood samples.

Ability to maintain records and document results of tests.

Ability to maintain record of test results and related laboratory activities.

Ability to visually note and record chemical or serologic reactions occurring during a test.

Ability to visually identify, separate and count seeds.

Eye-hand coordination sufficient to carry out laboratory assignments accurately and safely.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to one year of full-time work in a laboratory environment performing tests that demonstrate the application of the above listed competencies;

OR

an equivalent combination of education and experience substituting completion of a high school course in a laboratory science or post high school coursework in a laboratory or physical science for six months with a maximum substitution of twelve months.

NOTE:

Applicants should indicate in the appropriate section of the application any specific coursework and number of semester hours in laboratory or physical science.

Effective Date: 11/12 BR