



DH-LABORATORY ASSISTANT I

CHARACTERISTICS OF WORK:

This is entry-level laboratory related work which involves maintaining accurate records of laboratory services and scientific analysis. The incumbent routes specimens to the proper department for analysis and inventories laboratory supplies to ensure that a satisfactory supply is on hand. The incumbent may be required to collect blood samples and process for testing. The work is performed under the general supervision of an administrative superior.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Any combination of education and experience equivalent to graduation from a standard four-year high school or equivalent (GED).

Documentation Required:

Applicant must attach a valid copy of his/her certification as a Phlebotomist, when applicable.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Prepares specimens for delivery to lab for analysis.

Accessions specimens.

Makes bacterial examinations in culture media.

Prepares reports of examinations.

Collects blood from patients for routine and emergency lab analysis.

Inventories laboratory supplies periodically to check expiration dates, rotate stock, and keep proper amounts of supplies on hand.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.