

ASSISTANT MICROBIOLOGIST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a higher level professional, an incumbent of this class conducts examinations related to a public health microbiology laboratory, ensuring that all tests adhere to established protocols for quality control, proficiency and safety. The incumbent must maintain a satisfactory rating of performance for those procedures from which approval has been granted to the laboratory by the New York State Department of Health. An incumbent of this class must be available for emergency, weekend and holiday work situations. Supervision may be exercised over technical laboratory staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Follows the laboratory's procedures for specimen handling and processing, test analyses, reporting and maintaining records of test examinations in the assigned laboratory section(s) which may include: Bacteriology, Mycobacteriology, Parasitology, Virology, Diagnostic Immunology, or Biodefense;

Maintains records that demonstrate that proficiency testing samples are tested in the same manner as patient specimens;

Adheres to the laboratory's quality control policies, documents all quality control activities, instrument and procedural calibrations and maintenance performed;

Follows the laboratory's established policies and procedures whenever test systems are not within the laboratory's established acceptable levels of performance;

Identifies problems that may adversely affect test performance or reporting of test results and either corrects the problems or immediately notifies the supervisory or director;

Documents all corrective actions taken when test systems deviate from the laboratory's established performance specifications;

Writes and updates standard operating procedures to be reviewed and approved for implementation;

Follows established safety protocols, and completes all required safety training;

Maintains adequate reagents and supplies, and records them in the inventory control system;

Participates in proficiency testing, and meets the continuing education requirement;

Uses computer application such as spreadsheets, word processing, e-mail and database software in performing work assignments;

May testify, occasionally, in court or before other administrative hearings regarding results of examinations;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, techniques, procedures, instrumentation and safety precautions in the field of public health microbiology; good knowledge of microbiology terminology; good knowledge of the compound microscope and fluorescent microscope; ability to conduct tests and analyses of specimens, detect and investigate problems, and make evaluations supported by experimental evidence; ability to compile and present data in a clear and concise manner; ability to communicate effectively both orally and in writing; ability to follow detailed oral and written instructions; ability to supervise the work of subordinate laboratory personnel; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; thoroughness; dependability; initiative; sound judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A license and current registration issued by the New York State Department of Education as a Clinical Laboratory Technologist and maintain same while in the title.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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J.C.: Competitive
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Job Class Code: C2204
Job Group: X