

LABORATORY HELPER

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of higher technical or professional laboratory personnel, an incumbent of this position performs basic laboratory tasks. Responsibilities include preparing, dispensing and sterilizing media and glassware. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts the decontamination of infectious specimens, media and materials;

Prepares, sterilizes and dispenses large volumes of culture media, solutions and glassware;

Operates autoclaves, electric hot air ovens and large glassware washing machines in washing and sterilizing glassware;

Assembles, maintains, and dispenses diagnostic outfits for doctors, hospitals, health department and institutions for use in the collection of microscopic, bacteriologic, and serologic laboratory specimens;

Operates dispensing equipment, balances, filtering devices and autoclaves in the preparation and sterilization of media;

Delivers media and glassware as required; collects used glassware and contaminated materials;

May assist in preliminary laboratory examinations;

May enter and retrieve lab data from an automated system;

Maintains assigned areas, instrumentation and equipment in a safe manner and at operational readiness;

Performs quality control measures and maintains quality control records.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of routine laboratory procedures; knowledge of laboratory equipment and terminology; ability to understand and follow technical instruction including scientific and mathematical concepts of measuring and weighing; ability to perform necessary quality control monitoring; thoroughness; honesty; dependability; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) satisfactory completion of 30 credits* at a recognized college or university which included course work in biology, chemistry, nursing or other laboratory science; or (b) one year of laboratory experience in an approved hospital, medical or public health laboratory; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SUBSTITUTION: Six months of on the job training in the position of Laboratory Helper Trainee in Westchester County service may be substituted for the above required experience.

*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.