



JOB INFORMATION

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| Job Code | HB02C |
| Job Description Title | Asst III, Lab |
| Pay Grade | RE03 |
| Range Minimum | \$32,090 |
| 33rd % | \$36,370 |
| Range Midpoint | \$38,510 |
| 67th % | \$40,650 |
| Range Maximum | \$44,920 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 12/16/2011 |

JOB FAMILY AND FUNCTION

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|---------------|------------------------|
| Job Family: | Research |
| Job Function: | Lab & Field Operations |

JOB SUMMARY

Performs routine lab tasks related to a medical, research, or teaching lab; prepares, cleans, and maintains lab area and equipment.

RESPONSIBILITIES

- Cleans lab area and maintains lab equipment to ensure readiness for use in the lab.
- Knows and follows all the lab safety rules.
- Demonstrates correct operation of lab equipment.
- Advises supervisor of all materials that need to be ordered for the labs.
- Sets up and takes down all material requested for each lab being taught.
- Ensures equipment is functional and available when needed and advises supervisor of any equipment problems.
- May perform student-related functions such as (but not limited to) scheduling make-up labs, checking out equipment/materials and/or maintaining key and lock inventories.
- May perform administrative support duties such as data gathering, data input, filing, preparing reports, and ordering supplies.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience |
|-----------------|-----------------------------------|-----|---------------------|---|
| High School | High School Diploma or equivalent | and | 4 years of | Experience in providing assistance in a lab setting |

Substitutions Allowed for Experience: Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Follows standardized rules, procedures, and operations.

Works under limited supervision, and prioritizes tasks independently, and resolves recurring problems.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------|--------------------------------|------------|------------------|
| None Required. | | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | X | | | |
| Lifting | X | | | | | |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | | X | | |
| Talking | | | X | | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | | | X | |
| Extreme heat | | | | X | |
| Humidity | | | | X | |
| Wet | | | | X | |
| Noise | | | | X | |
| Hazards | | | | X | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Temperature Change | | | | X | |
| Atmospheric Conditions | | | | X | |
| Vibration | | | | X | |

Vision Requirements:
Ability to see information in print and/or electronically.