

JOB INFORMATION

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| Job Code | HB04C |
| Job Description Title | Research Aide III |
| 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 | 2/5/2013 |

JOB FAMILY AND FUNCTION

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|---------------|----------------------|
| Job Family: | Research |
| Job Function: | Research Technicians |

JOB SUMMARY

Performs a variety of non-technical and a limited number of routine technical tasks and/or field duties related to research.

RESPONSIBILITIES

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| <ul style="list-style-type: none"> Assists with research type work including labeling, planting, preliminary sorting, measuring and processing samples. Prepares solutions, reagents and media according to detailed instructions. Inventories and requisitions supplies for assigned area as well as checks in shipments and restocks shelves. Assists researchers with routine experiments under close technical supervision. Cleans and maintains equipment field and/or laboratory equipment. Performs routine field tasks related to specific area. Collects background material and photocopies research articles. Performs clerical duties such as filing, labeling, typing and recordkeeping. |
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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 assisting with field research or lab work | |

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: Labor & Trades

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 temperatures | | | X | | |
| Hazards | | | X | | |
| Wet and/or humid | | | X | | |
| Noise | | | X | | |
| Chemical | | | X | | |
| Dusts | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Poor ventilation | | | X | | |

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