

MEDICAL LABORATORY ASSISTANT SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
0262	Medical Laboratory Assistant I	12	446	6 mo.	10/31/75
0254(0262)	Medical Laboratory Assistant II	12	446	6 mo.	10/31/75
4533(0262)	Medical Laboratory Assistant III	12	446	6 mo.	10/31/75

Promotional Line: 13

Series Narrative

The series applies to positions that involve the performance of simple and routine laboratory tasks which are preparatory to or auxiliary to medical laboratory tests and examinations. Specific tasks might include cleaning and sterilizing laboratory glassware and instruments, preparing solutions, reagents and media following standard laboratory formulas, separating plasma from whole blood, using a centrifuge, and collecting blood specimens.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Medical Laboratory Assistant I **0262**

Employees at this level work under direct supervision and performs routine cleaning and maintenance duties.

A Medical Laboratory Assistant I typically –

1. washes laboratory glassware, instruments, and apparatus, using appropriate cleaning materials
2. assists in cleaning laboratory glassware requiring special procedures and/or detergents
3. loads and operates autoclave to sterilize laboratory glassware and instruments
4. sorts, counts, and stores laboratory glassware and equipment
5. maintains an adequate supply of clean linen
6. sweeps, mops, and scrubs laboratory floors, workbenches, and counters
7. may assist in duties performed at the Medical Laboratory Assistant II level
8. performs other related duties as assigned

Level II: Medical Laboratory Assistant II**0254(0262)**

Employees at this level also work under direct supervision and perform routine medical laboratory tasks requiring strict adherence to established procedures and a basic knowledge of laboratory material, equipment, and practices.

A Medical Laboratory Assistant II typically –

1. prepares simple stock solutions, reagents, and culture media by weighing, measuring, and/or sterilizing ingredients and combining them in designated sequence
2. operates automatic pipetting machine and centrifuge to prepare specimens for testing and examination by others
3. cleans laboratory glassware requiring special procedures and/or detergents
4. sets up collection trays with appropriate supplies for the collection of blood and other specimens; draws blood for laboratory tests
5. feeds laboratory animals as indicated by prescribed special diets; inoculates and bleeds animals in accordance with special instructions
6. performs rough non-critical measurements and maintains records of results hand tools
7. makes minor repairs or simple adjustments in laboratory apparatus using hand tools
8. performs other related duties as assigned

Level III: Medical Laboratory Assistant III**4533(0262)**

Employees at this level are primarily responsible for supervising subordinate laboratory assistants.

A Medical Laboratory Assistant III typically –

1. assigns work; establishes work priorities, assesses work flow, and evaluates and approves procedures used by subordinate personnel
2. trains assigned personnel in established and/or new laboratory procedures
3. assists in the selection, evaluation, and discipline of personnel in assigned area
4. performs work related to the lower levels in this series
5. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Medical Laboratory Assistant I **0262**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. manual dexterity
- 2. ability to follow simple written and oral instructions

Level II: Medical Laboratory Assistant II **0254(0262)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

- 1. one year of medical laboratory experience comparable to that gained at the next lower level in this series

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Level II: Medical Laboratory Assistant III **4533(0262)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

- 1. one year of medical laboratory experience comparable to that gained at the next lower level in this series

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. supervisory ability

Medical Laboratory Assistant I.....	New
Medical Laboratory Assistant II.....	Revised
Medical Laboratory Assistant III.....	New