MEDICAL LABORATORY ASSISTANT I

Definition
Under close supervision, performs basic tasks in a laboratory setting, including transporting and processing of specimens, simple specimen preparation, and keeping the laboratory in a clean and orderly condition.

Distinguishing Characteristics
This is the first level classification in the Medical Laboratory Assistant series. Incumbents are assigned tasks requiring minimal training, under close supervision. This class differs from the higher classes of Medical Laboratory Assistant II and Medical Laboratory Assistant III in that incumbents do not have previous laboratory experience or college science classes.

Typical Tasks
• Cleans and sterilizes laboratory equipment, glassware and other items and prepares them for use;
• Transports specimens, equipment and supplies intra-laboratory and between laboratories or clinics;
• Enters data into information systems;
• Performs clerical duties, such as maintaining operational records, answering telephones and filing;
• Prepares and distributes specimen containers;
• Removes waste including biomedical, chemical and regular waste;
• Keeps laboratory and laboratory equipment in an orderly and sanitary condition;
• Operates sterilizing equipment;
• Prepares solutions and/or reagents;
• Checks in supplies, maintains inventory and inventory records, places and fills orders for supplies and equipment as needed;
• Performs related work as required.

Employment Standards
Experience Note: The knowledge and abilities would normally be acquired through graduation from high school or its equivalency.

A valid California driver’s license is required at time of appointment.

Sufficient training and experience to demonstrate possession of the knowledge and abilities listed below.

Knowledge of:
• Basic work skills and ethics;
• Basic mathematics;
• General English usage including grammar, punctuation and spelling;
• Telephone procedures and etiquette.

Ability to:
• Keep accurate records;
• Follow oral and written directions;
• Perform routine and repetitive laboratory tasks;
• Deal tactfully and courteously with the public, technical, and professional personnel;
• Learn computer applications (e.g. word processing, spreadsheet, database, etc.).

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