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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : LABORATORY AIDE
Code: 220105 MFF
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Non-Competitive

GENERAL STATEMENT OF DUTIES

Performs routine and manual duties of a non-technical nature in the distribution and care of laboratory equipment and supplies for the Science Department; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision, the position requires the limited use of judgment, and the work is reviewed for quality, accuracy, and completeness.

TYPICAL DUTIES

1. Distributes science materials and laboratory equipment and supplies to teachers.
2. Keeps records and inventory of laboratory equipment, supplies and science materials.
3. Checks incoming orders.
4. Cleans and maintains laboratory equipment and instruments.
5. Returns supplies and equipment to proper location in storage area.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. General knowledge of the principles of science.
2. General knowledge of laboratory equipment and supplies.
3. Ability to clean and maintain laboratory supplies and equipment.
4. Ability to understand and follow oral and written instructions.
5. Ability to perform clerical tasks.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school.

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