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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : LABORATORY ASSISTANT
Code: 220110 MFK
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Competitive

GENERAL STATEMENT OF DUTIES

Under direct supervision, performs routine and manual assignments in a laboratory; performs related duties as required.

TYPICAL DUTIES

1. Sets up laboratory demonstrations and teacher demonstrations for Science Department.
2. Keeps inventory of supplies.
3. Helps prepare budet requests.
4. Checks incoming orders.
5. Supervises student helpers.
6. Keeps prep rooms in clean, orderly condition.
7. Aids in special non-teaching assignments.
8. Makes minor repairs.
9. Supervises special projects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Working knowledge of the methods and procedures used in cleaning and sterilizing laboratory equipment and instruments.
2. Elementary knowledge of the techniques employed for chemical and bacteriological tests.
3. Ability to clean and maintain laboratory supplies and equipment.
4. Ability to make test solutions.
5. Ability to understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school including or supplemented by either laboratory courses in chemistry and biology or an approved laboratory assistant course.

NOTE: Experience working in a laboratory may be substituted for high school and course work on a year-for-year basis up to a maximum of two years.

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