

LABORATORY ASSISTANT I

NATURE AND VARIETY OF WORK

This is entry level technical and sub-professional work in the field of forensic chemistry. Incumbents are assigned to a drug analysis laboratory where they are responsible for assisting Forensic Chemist in processing drug-related evidence submitted to the laboratory by law enforcement personnel; preparing evidence in the laboratory for final examinations and analyses; and performing routine tests and procedures specified by superiors. Employees work under direct supervision with a professional superior maintaining the chain of evidence and providing technical assistance. Work is reviewed both in progress and upon completion for quality and conformity to instructions.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Receives physical evidence in accord with instructions of Forensic Chemist or other ranking staff member; tabulates and describes each item for the case record; and removes and secures foreign materials for further specialized processing as instructed.

Acts as assistant to professional superiors in packaging, storing and securing upon direction a great variety of drug-related physical evidence related to criminal acts.

Prepares samples, reagents and solutions necessary for chemical determinations

Assists Forensic Chemist in performing routine chemical and instrumental analyses of drug-related substances.

Assists in preparing details, records and reports based on samples analyzed

Arranges, cleans and cares for laboratory equipment and apparatus.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Some knowledge of the fundamental principles and practices of chemistry.

Some knowledge of routine laboratory practices, techniques and terminology.

Some knowledge of scientific instruments, equipment and apparatus used in a chemical laboratory.

Some knowledge of, or the ability to acquire a knowledge of, report preparation and record keeping.

Ability to make observations skillfully and accurately.

Ability to establish and maintain effective working relationships with others.

Ability to receive and follow instructions, both orally and written.

Ability to communicate effectively, both verbally and in writing.

Ability to perform routine laboratory tests and procedures specified by superiors.

MINIMUM QUALIFICATIONS

A high school diploma supplemented by either three (3) months of laboratory experience or college level coursework in chemistry or other related physical science.

NEW: 3/87

REVISED: CB-19-1987

EFFECTIVE: 5/18/87

REVISED: 4/26/93 - REVISED MINIMUM QUALIFICATIONS PER RECRUITMENT & EXAMINATION