

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Laboratory Aide**

**Class Code: 40622**

**Pay Grade: GB**

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### **A. Purpose:**

Assists with laboratory operations by receiving laboratory specimens, separating and distributing them for testing, cleaning and sanitizing laboratory glassware and equipment, and performing preventive maintenance on laboratory equipment to provide support for laboratory operations.

### **B. Distinguishing Feature:**

The Laboratory Aide performs non-technical duties to support laboratory activities.

The Laboratory Technician performs routine/standardized tests looking for a known reaction/result or type of reaction to indicate a positive or negative presence of a disease, bacteria, or fungi; prepares solutions, medias, reagents, or buffers; or analyzes products for the presence of specified factors/contents or their percentages.

The Pathology Technician manages the necropsy room and dissects animals and/or processes reproductive failures in animals.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Washes and sterilizes laboratory glassware to ensure adequate materials are available for laboratory activities.
  - a. Washes laboratory glassware by hand, rinses, and allows to air-dry.
  - b. Loads glassware and utensils into an autoclave and operates appropriate controls.
  - c. Rinses glassware and water bottles with acids.
  - d. Determines if glassware is clean or needs to be washed again.
2. Receives laboratory samples and specimens, separates, and distributes them for testing to ensure the proper samples get to the designated area within established time constraints.
  - a. Sorts samples by section.
  - b. Checks names on samples to ensure they match the submitter forms.
  - c. Checks sample expiration dates.
  - d. Places numbered stickers on samples and forms.
  - e. Delivers samples to correct sections in the laboratory.
  - f. Removes old labels from mailers and replaces with new ones.
  - g. Assembles new sample kits to be mailed out.
  - h. Packages specimens to be mailed to other laboratory facilities.
  - i. Operates postage equipment to prepare mail and packages for mailing.
3. Cleans, sanitizes, and performs preventive maintenance on lab equipment and areas to provide a functional, clean, and sanitary laboratory environment.
  - a. Disassembles and cleans dishwashers.
  - b. Scrubs equipment with hot water, soap, and appropriate cleaners.
  - c. Removes and cleans filters.

4. Maintains an inventory of laboratory supplies, glassware, and mailing kits.
5. Takes and fills telephone orders or walk-in request for test kits.
6. Performs other work as assigned.

**D. Reporting Relationships:**

No subordinates report to this position.

**E. Challenges and Problems:**

Keeping clean and sterilized glassware and equipment available. This is difficult because there is a continuous demand for these items. Ensuring samples and specimens get to the appropriate area in a timely manner so that they can be analyzed as soon as possible.

Typical problems include obnoxious odors, handling contaminated materials, glassware not properly sterilized affecting test results, specimens submitted in the wrong containers, equipment malfunctions, and glassware being required faster than it can be cleaned.

**F. Decision-making Authority:**

Determines if glassware is clean, needs to be redone, or requires an acid rinse; if equipment is operating properly; what specimen kits to mail out based on types of tests done; what goes into specimen test kits; whether specimen mail slips are filled out correctly and tubes are properly labeled; and which lab receives what specimens.

Decisions referred to a superior include whether laboratory equipment needs repair, how to dispose of specimens and damaged glassware, unusual requests for specimen containers, laboratory procedures, how to assemble specimen test kits when procedures change, questions on unusual or mislabeled specimens, and personnel issues.

**G. Contact with Others:**

Daily contact with state agencies, hospitals, clinics, the public, and private laboratories to provide necessary supplies.

**H. Working Conditions:**

Works in a laboratory environment and is subject to hazardous toxic chemicals, potential for steam burns when sterilizing equipment and materials, and possible exposure to infectious diseases.

**I. Knowledge, Skills, and Abilities:**

Knowledge of:

- basic principles, practices, and procedures of laboratory testing;
- safe laboratory practices;
- cleaning and sterilization techniques.

Ability to:

- operate laboratory glassware cleaning equipment;
- maintain simple laboratory records;
- operate mailing equipment;
- follow procedures.