

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Laboratory Storekeeper

Class Code: 40635

Pay Grade: GF

A. Purpose:

Manages a laboratory storeroom by ordering, receiving, storing, issuing, preparing and maintaining an inventory of chemicals and apparatus for laboratory personnel.

B. Distinguishing Feature:

The Laboratory Storekeeper receives, stores, and issue chemicals, supplies and apparatus and does not mix chemical solutions.

The Laboratory Technician is responsible of performing tests and analyzing specimens and the laboratory helper assists with preparation for testing and analyzing.

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 that may be found in positions of this class.)

1. Maintains a stockroom of chemical supplies and apparatus to guarantee the availability of requested supplies or chemicals.
 - a. Determines supply needs.
 - b. Submits requisitions for replenishment of required items.
2. Prepares and standardizes reagents or chemical solutions for laboratory personnel to contribute to accurate results of resting, research or instructional use.
3. Records inventoried laboratory items in logbooks, card files, or inputs into computer to maintain an accurate inventory of chemicals and supplies.
4. Issues supplies to laboratory personnel and/or students to secure an accurate inventory.
 - a. Records transactions for billing, transfer of chemicals or supplies.
 - b. Compiles reports of issuance and expenditures.
5. Instructs or assists staff/students in the proper use, storage and safety procedures when handling chemicals or equipment to ensure safety.
6. Performs other work as assigned.

D. Reporting Relationships:

The incumbent does not typically supervise.

E. Challenges and Problems:

Challenges include selecting and ordering sufficient quantities of chemicals and supplies at the lowest cost and still maintaining quality.

Typical problems include repairing technical or obsolete instruments in a timely and efficient manner.

F. Decision-making Authority:

Decisions include ordering chemicals and supplies, determining the best quality at the lowest price, inspecting facilities for safety and security, storing chemicals based upon classification and quantity of reagents or chemical solutions prepared.

Decisions referred include final purchase approvals.

G. Contact with Others:

Daily contact with staff or students to issue material or assembling apparatus.

H. Working Conditions:

Exposed to health and safety hazards when handling chemicals that present dangerous odors or reactions.

I. Knowledge, Skills and Abilities:

Knowledge of:

- chemical terminology;
- chemical safety;
- inventory control;
- record keeping procedures;
- requisitioning, handling, storing, and issuing laboratory chemicals and supplies.

Ability to:

- handle chemicals and delicate laboratory apparatus;
- maintain records and inventory;
- deal tactfully with coworkers and consumers;
- follow instructions.