

Laboratory Assistant
Essential Task Ratings Results

Task #	Task Statement
1	Perform routine nontechnical laboratory functions such as: logging in samples; proper storing of samples; inventory and order laboratory and general supplies; clean and sterilize laboratory equipment/glassware; run setup, calibration, and troubleshoot specialized laboratory equipment, etc.
2	Perform routine technical laboratory functions such as: prepare samples for testing; culturing of plant pathogen pathogenic microorganisms using sterile technique; process plant, soil, and seed samples for the identification of plant pathogens following quality management guidelines including using well defined Standard Operating Procedures (SOP) and laboratory work instructions; perform Enzyme Linked Immunosorbent Assay (ELISA) testing; pathogenicity tests on a wide variety of host plants; and other plant pathological diagnostic procedures using well defined work instructions, etc.
3	Prepare differential culture media for microorganism testing following standardized work instructions.
4	Prepare chemical reagents for various tests and procedures following standardized work instructions.
5	Operate various types of laboratory equipment such as: different types of microscopes; low speed centrifuge; fume and transfer hoods; autoclave; ELISA plate reader; KLECO macerator; Biolog processor; integra dose it; pH meter; pipettes; analytical balance; growth chambers; stirring machine/plate; water bath; cameras; and others.
6	Evaluate ELISA test results, interpret findings, and run retest as necessary, and provide the data to the Plant Pathologists.
7	Record, review, update, and maintain complex diagnostic test data and records, environmental records, reports, tracking sheets, etc., on laboratory worksheets, log books and/or electronic databases to ensure accuracy of diagnostic test data.
8	Monitor and maintain collection of positive control cultures of plant pathogens. Keep accurate records of specimen acquisitions, culture conditions, and propagation to meet permit requirements.
9	Perform and maintain greenhouse work including field collection of samples, planting, pruning, watering, fertilizing, and disposing of dead plants.
10	Create, update, and follow Standard Operating Procedures (SOP) and work instructions as part of the laboratory quality management system.
11	Follow laboratory safety and handling of hazardous and quarantined material policies and procedures.

Task #	Task Statement
12	Train and lead the performance of seasonal staff involved in routine nontechnical (logging in samples, proper storing of samples, inventory of laboratory and general supplies, general cleaning of laboratory equipment/glassware, etc.) and technical (prepare and process samples for testing, run/culturing of samples, etc.) laboratory functions, data entry of test results, and proper disposal of samples.
13	Retrieve electronic data from various sources (e.g., computer networks, mainframe, email) to store in a secure database.
14	Write letters, memos, e-mails, and other correspondence using word processing and other software for the purpose of communicating and disseminating information.
15	Provide information to supervisors, co-workers, and subordinates by e-mail, written directions, or notes to communicate information about projects or to address departmental needs.
16	Communicate and cooperate in a professional and effective manner with supervisors, management, coworkers, and various state and county agencies, organizations, private citizens, and other clientele by utilizing tact and interpersonal communication skills to establish and maintain effective working relationships in all situations.
17	Operate standard office equipment such as copiers, computers, fax machines, calculators, telephones, and other technical equipment; maintains inventory and accountability of equipment and supplies.