

Senior Laboratory Assistant
Knowledge, Skill, Ability, and Personal Characteristic Statements
Rating Results

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
K1	Knowledge of biological, chemical, and laboratory methods and procedures used in diagnostic sample analysis.
K2	Knowledge of fundamentals of biology and chemistry.
K3	Knowledge of basic mathematics
K4	Knowledge of laboratory safety procedures (e.g. universal precautions, Personal Protective Equipment, spill kits, etc.) to maintain a safe working environment.
K5	Knowledge of Material safety data sheets.
K6	Knowledge of operation and maintenance of laboratory equipment.
K7	Knowledge of computer software programs (e.g., Word, Excel, PowerPoint, Outlook, etc.) for data entry, compiling data, and general correspondence.
S1	Skill to establish and maintain cooperative working relationships with those contacted during the course of work.
S2	Skill to operate a personal computer and software (e.g., Word, Excel, PowerPoint, and Outlook) and/or other computerized equipment in order to perform daily duties.
A1	Ability to communicate effectively orally and in writing information, and direction in a clear, courteous, professional manner using appropriate tone, vocabulary, and grammar with department staff, the public, and other agencies.
A2	Ability to follow and give directions orally and in writing to accomplish day to day activities and ensure a safe and secure working environment.
A3	Ability to keep accurate and legible records per Standard Operating Procedures.
A4	Ability to use, handle, and care for instrumentation, equipment, supplies, and chemicals including material safety data sheets.
A5	Ability to handle, package and store laboratory specimens and materials.
A6	Ability to work productively as a member of a team to achieve work goals, and ensure a safe and secure work environment.
A7	Ability to work efficiently and effectively in order to complete assigned tasks within reasonable or specified time periods.
A8	Ability to act as lead person providing instructions and training in a professional and effective manner in order to resolve problems and share information.

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A9	Ability to use a personal computer to input data, access information, and/or create materials and documents using a variety of software applications.
A10	Ability to learn and apply specialized techniques, such as preparing and using acid and base solutions, and using laboratory equipment such as balances, pipettes, spectrometers and pH meters, accurately and rapidly.
A11	Ability to work independently using sound judgment in handling daily activities with minimal supervision or detailed instructions.
A12	Ability to distinguish colors, shapes, and sizes to effectively perform laboratory functions.
SPC1	Willing to work in a laboratory setting.
SPC2	Orderliness to maintain an effective working environment.
SPC 3	Tact in dealing with supervisors and co-workers to maintain effective working relations.
SPC 4	Reliability in performance of laboratory functions with minimum supervision
SPC 5	Accuracy, keenness of observation, attention to detail, and perceptiveness for laboratory work.
SPC 6	Aptitude and liking for laboratory work in order to successfully perform laboratory functions.
SPC 7	Willing to adhere to safety policies and provisions such as wearing protective clothing or gear, protective eye wear, gloves etc.