

**Senior Laboratory Assistant**  
**Essential Task Ratings Results**

Task #	Task Statement
1	Clean and sterilize laboratory equipment (e.g., countertops, glassware, laboratory work areas, grinders, sample jars, etc.) to maintain a sanitary work environment, by utilizing mechanical autoclaves, various disinfectant sprays and wipes according to state and federal regulations and laws
2	Prepare samples for biological, chemical, or related sample analysis to detect the presence of a substance or an organism according to Standard Operating Procedures.
3	Grind and/or mix samples submitted to the laboratory into homogeneous mixtures using a variety of grinders, sieves, and blenders depending on sample type.
4	Maintain and perform minor repairs to grinders, mixers, and dividers as needed
5	Label samples with unique laboratory numbers.
6	Determine pre-moisture content of samples according to Standard Operating Procedures.
7	Distribute samples to storage areas, ( i.e. freezers, refrigerators or storage shelves) for use by chemists.
9	Follow Standard Operating Procedures to determine proper handling of samples based on type of sample and analysis requested.
10	Discard old samples according to environmental laws and Standard Operating Procedures.
11	Follow proper procedures for maintaining chain of custody samples within the laboratory.
12	Provide and maintain a safe work environment by adhering to laboratory safety protocols.
13	Assist with training seasonal employees and new Sr. Lab Assistants in tasks necessary for sample preparation and other laboratory work, including safety and emergency procedures, etc., may use various manuals, hands-on-training, etc. to provide training.
15	Attend mandatory administrative training on subjects such as defensive driving, sexual harassment, workplace violence etc., as per department policies.
16	Communicate and cooperate in a professional and effective manner with supervisors, management, coworkers, and others contacted in the course of the day by utilizing tact and interpersonal communication skills to establish and maintain effective working relationships in all situations.
17	Follow verbal and written directions provided by supervisors, management or recorded by state law or departmental policy.

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18	Operate standard office equipment such as copiers, computers, fax machines, calculators, telephones, and other technical equipment; maintains inventory and accountability of equipment and supplies.
19	Record, review, update, and maintain test data and records, etc., on laboratory worksheets, log books and/or electronic databases to ensure accuracy of test data for assigned analytical methods performed.
20	Perform basic mathematical computations.