LABORATORY HELPER

DISTINGUISHING FEATURES OF THE CLASS: Work involves simple non-technical laboratory tasks and routine clerical tasks. The primary responsibility is for the efficient sterilization of equipment which requires careful handling to avoid breakage. An incumbent also assist clerical employees in the more routine details of their work when time permits. A Laboratory Helper does related work as required.

TYPICAL WORK ACTIVITIES:

- Cleans and sterilizes glassware used in the laboratory tests;
- Sorts and distributes test tubes and other glassware;
- Disposes of specimens marked for discard;
- Assists in the preparation of media;
- Operates an autoclave and other sterilizer equipment;
- Sweeps, dusts and performs a variety of other cleaning tasks;
- Files correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order;
- Places material in file cabinet, drawers, or in special filing cases;
- Writes receipts for fees collected;
- Operates office machines;
- Prepares insurance claim forms by transferring information from various sources to special claim forms;
- Assists in a variety of routine clerical tasks.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Willingness to perform routine cleaning tasks; knowledge of office terminology, procedures, and equipment; knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; nearness; accuracy, tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.

Revised: November 10, 1981

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION
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