

New Mexico State University Personnel Office
New Mexico Department of Agriculture
Non-Exempt Classification Specification

Classification Title: Laboratory Aide I
Class Code: 4892 **Grade:** 2 **EEO-6 Code:** 5 **Last Update:** 09/01/91

DESCRIPTION OF WORK

General Duties: Performs routine laboratory work in a laboratory/field environment.

Supervision Received: Works under immediate supervision of an administrative supervisor.

Supervision Exercised: None.

EXAMPLES OF DUTIES

Performs routine laboratory, statistical and/or clerical work; assists instructional and research staff members in conducting laboratory/field experiments; prepares and cares for laboratory specimens, equipment, animals, slides and models; assists in assembling equipment and preparing materials for experiments; takes instrument readings and performs clerical and simple mathematical tasks involved in summarizing the results of experiments; feeds and cares for experimental animals; performs routine technical laboratory/field tasks as required in field of assignment; issues hand tools and appropriate work pieces to students for use in a laboratory/field environment; cleans, oils and inspects all hand tools and assists in the repair of tools and equipment; maintains inventory of supplies, equipment, etc. used in a laboratory; performs related work as assigned.

MINIMUM QUALIFICATIONS

Knowledge: Some knowledge of the materials and techniques used in the area of assignment; cleaning and sterilizing methods.

Skills: Skill in the care and use of tools and equipment used in laboratory work.

Abilities: Ability to follow oral and written instructions precisely; to establish and maintain effective working relationships with associates; some ability to keep simple accurate records; to meet special requirements as defined by specific laboratory requirements.

Education: High school diploma or GED certificate.

Experience: None.

OR

Any equivalent combination of education and experience which provides the above knowledge, skills and abilities.