

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

**Classification Title:** Laboratory Aide II  
**Class Code:** 4893      **Grade:** 24      **EEO-6 Code:** 5      **Last Update:** 09/01/91

**DESCRIPTION OF WORK**

**General Duties:** Performs moderately complex laboratory work and testing in a laboratory/field environment.

**Supervision Received:** Works under general supervision of an administrative supervisor.

**Supervision Exercised:** Supervises personnel as assigned.

**EXAMPLES OF DUTIES**

Performs semi-skilled laboratory work; assists instructional and research staff members in conducting laboratory and field experiments; prepares and cares for laboratory specimens, equipment, animals, slides and models; performs standard laboratory/field experiments; assist 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 semi-skilled and skilled/technical laboratory tasks as required in field of assignment i.e. performing basic maintenance and repair of equipment and tools used for projects; issues hand tools and appropriate work pieces to students for use in laboratory; maintains inventory of specific tools and equipment; performs related work as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge:** Knowledge of elementary facts and principles of chemistry, agriculture, physics, geology, sanitation, engineering, water resources, biology or related field of study applicable to the project; laboratory sanitation and cleanliness; simple laboratory testing and sampling methods.

**Skills:** Skill in the use of the materials, tools and equipment of a laboratory.

**Abilities:** Ability to understand instructions, charts and formulas, ability to follow oral and written instructions; ability to keep accurate records; ability to use various types of laboratory equipment and tools; ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to meet special requirements as defined by specific laboratory requirements; ability to supervise or provide instructions/directions to assigned personnel.

**Education:** High school diploma or GED certificate.

**Experience:** Two (2) years of laboratory work experience.

OR

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