



CLASS SPECIFICATION

Class Code: 60018654
Date Established: 07/2020
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: non-exempt
Probation: 6 months

LABORATORY ASSISTANT

DEFINITION

Under general supervision, oversees the day-to-day operations of the laboratory testing being conducted for the Department of Alternative Sentencing and the Forensic Science Division of the Washoe County Sheriff's Office; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time experience in a scientific laboratory environment processing test samples and maintaining or operating basic lab equipment; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at time of the appointment.

SUPERVISION EXERCISED

Exercises no direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Prepare and/or process testing samples using laboratory equipment following established laboratory protocols for retrieval, preparation, and processing of specimens.

Coordinate the process of outside testing and communicate test results with other agencies.

Responsible for the oversight, operation, and maintenance of all laboratory equipment and supplies following vendor and departmental procedures and protocols; operate, calibrate, and maintain scientific instrumentation by conducting quality checks on equipment regularly; ensure laboratory compliance with accreditation and safety requirements; perform mandatory maintenance and troubleshoot issues with the equipment.

Manage inventory of supplies including testing kits, chemicals, Personal Protective Equipment (PPE), forensic kits, orders and stocks necessary laboratory supplies, and processes vendor invoices.

Testify in court as an expert witness and provide coaching and guidance to other professionals regarding their testimony.

Maintain and update policy and procedure manuals, records, and other required documentation.

Respond to requests and questions from staff, clients, and other agencies.

Work closely with other agencies to relate technical drug-related information regarding test results and explain the process of cross-reactivity.

Document all problems and corrective actions taken when test systems or equipment deviate from the laboratory's established performance specifications.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge:

County and departmental/divisional practices, policies, and procedures.

Federal, state, and local laws, statutes, codes, regulations, and standards pertaining to laboratory testing.

Drug and alcohol testing from collection through processing.

Chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo including uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Terminology, acronyms, laws, rules, and regulations pertinent to assigned department.

Management information systems and software specific to assigned responsibilities.

Nevada legal system as it pertains to testifying in court as an expert witness.

Ability to:

Operate and troubleshoot a variety of office and laboratory equipment.

Stay current on drug trends and changes to testing protocols.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Laboratory equipment, supplies, and methods used in testing.

Basic principles of chemistry and mathematics.

Modern office practices, methods, and procedures.

Methods and techniques of record keeping.

Data entry and verification procedures.

Inventory control practices and procedures and storage methods.

Ability to:

Prepare and process samples.

Work with chemicals, biological hazards, and lab equipment.

Operate the equipment used for preparing and testing samples.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency and implement changes as necessary to improve operations.

Understand oral and written instructions.

Maintain accurate and complete records.

Use a variety of computer software systems and enter data at a speed necessary for successful job performance.

Effectively plan and organize work to meet schedules and timelines.

Testify in court.

Conduct inventory of equipment and supplies.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.

Maintain confidentiality of data and information.

Exercise good judgment, flexibility, and creativity in response to changing situations and needs.

Read, interpret, and apply statutes, codes, regulations, and policies.

Interact effectively with a variety of individuals under potentially stressful situations.

Analyze and present scientific information both orally and in writing, in a clear and concise manner.

Develop, foster, and maintain cooperative and effective working relationships with all those contacted through the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office and/or laboratory environment.

Must be available to work weekends and holidays as needed in the event of an emergency, and work overtime as needed.

Must maintain a current and valid driver's license for continued employment.

Selected candidate must complete and submit a Personal History Statement and pass an extensive background investigation to include fingerprint check, criminal history check, and Computerized Voice Stress Analysis (CVSA) examination.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.