



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 3206

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**LABORATORY HELPER**

GRADE B

**SCOPE OF WORK:**

Work activities consist of maintaining the laboratory and equipment in a clean and orderly condition.

**DUTIES PERFORMED:**

- Pre-clean glassware before running dishwasher, dispose of waste materials according to laboratory regulations.
- Load glassware and utensils into dishwasher, run dishwasher, unload and distribute glassware to assigned work area.
- Prepare glassware and pipettes for drying ovens and prepare test tubes for media preparation.
- Assist in water bottle preparation.
- Perform routine custodial duties to maintain laboratory work area in a clean and orderly condition.
- May assist in receiving, unpacking, sorting, and storing laboratory supplies.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a high school diploma or GED.

Eff. Date: 07/76

Rev: 06/92 – Rewritten as part of project

Rev: 12/96 – Rewritten in proper format

Rev: 09/01 – Deleted the lower level and revised duties

Rev: 07/12 – Conversion to Hay System