

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3170

**TITLE:** PUBLIC HEALTH LABORATORY ASSISTANT

**GRADE:** S-10

**DEFINITION:**

Under direct supervision, provides basic support to laboratory functions including cleaning and sterilizing laboratory glassware, sterilizing medical waste, preparing a variety of chemical solutions and buffers, maintaining inventory of supplies, and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

None

**ILLUSTRATIVE DUTIES:**

Provides clean and sterilized glassware for use in public health laboratory;  
Operates and maintains a variety of basic lab equipment (i.e. autoclave, glassware washer, and balances);  
Sterilizes medical waste and documents correct disposal in accordance with Virginia Department of Environmental Quality guidelines;  
Weighs and prepares accurate chemical buffers, media, and solutions;  
Reviews, packages, and labels customer supply orders for delivery;  
Assists in organizing lab supplies and equipment to ensure safe and hazard-free environment;  
Performs related clerical duties (i.e. answering telephones, photocopying, filing, backup courier duties, and data entry).

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of basic mathematics in order to correctly prepare percentage dilutions of chemicals;  
Ability to think critically and to utilize problem-solving techniques;  
Ability to learn general laboratory procedures;  
Ability to use independent judgment;  
Ability to read, interpret, and follow direction of safety procedures;  
Ability to communicate effectively (both orally and in writing).

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:  
Completion of high school diploma or GED issued by a state department of education with documented coursework in mathematics, chemistry, and/or biology; PLUS six months related experience within a laboratory.

**CERTIFICATION AND LICENSES REQUIRED:**

Contingent upon area of assignment, position may require a valid motor vehicle driver's license.

REVISED:

October 29, 2007