

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Instructional Laboratory Technician I, Medical Assisting

Department: Academic Affairs

Location: SJCC

Date: 3/22/2018

POSITION PURPOSE

Performs support services for a variety of courses in the Medical Assisting instructional program by providing materials, supplies, equipment and related logistical support to lecture, laboratory and other instructional activities; issues, stores, and maintains laboratory materials, equipment and related supplies. General supervision is provided by management or supervisory personnel. Technical and functional supervision may also be provided by instructional or higher level classified personnel.

KEY DUTIES AND RESPONSIBILITIES:

1. Maintain and assure the security of the assigned instructional laboratory facility and related areas.
2. Dispense and retrieve equipment, tools, materials and reusable supplies which support laboratory or lecture activities.
3. Label and file equipment, materials and supplies.
4. Discuss laboratory activities and scheduled events with instructors; prepare and assemble supplies needed.
5. Prepare, transport, set up, and take down materials and equipment used in instructional laboratory demonstrations, exercises, scenarios, and other activities.
6. Clean and/or sterilize glassware, instruments, and other equipment used in laboratory exercises and ensure their safekeeping.
7. Assist with periodic inventory and maintaining adequate stock levels of equipment, materials and supplies.
8. Report need for repair on laboratory equipment and place service calls as authorized.
9. Maintain simple records, logs and reports.
10. Assist with general maintenance of assigned laboratory facilities.
11. Perform other duties reasonably related to the job classification.

EMPLOYMENT STANDARDS

Knowledge of:

1. Materials, tools, and supplies used in the Medical Assisting laboratory and proper/safe handling.
2. Current safety standards related to a medical laboratory environment.
3. Basic procedures and practices of maintaining a supply room and storage area.
4. Supply and inventory procedures for the effective maintenance of stock levels.

5. Modern office practices and procedures including filing and the operation of office equipment including personal and on-line computer.

Skills and Ability to:

1. Observe safety precautions when using hazardous equipment, materials, and supplies.
2. Operate with a significant degree of independence.
3. Apply language skills to read and comprehend simple instructions, short correspondence, and memos.
4. Write simple correspondence and effectively present information in one-on-one and small group situations to other employees or students.
5. Apply basic mathematical skill to add and subtract, multiply and divide using weight measurement and volume.
6. Utilize reasoning skills to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions; deal with problems involving a few concrete variables in standardized situations.
7. Effectively communicate and interact with persons of diverse backgrounds and abilities.
8. Establish and maintain cooperative working relationships with those contacted during the course of work.

Experience and Education:

1. High school diploma or general education degree (GED) and completion of one-year certificate program from college or technical school; or three to six months related experience and/training, or equivalent combination of education and experience.
2. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

Board Approved: format conversion

Salary Range: 56

EEO Category: 2B3 – Technical/Paraprofessional