

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT</b>	
<b>JOB DESCRIPTION</b>	

Job Title:	Laboratory Clerk	Range:	31
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

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This position is responsible for performing a variety of routine clerical and maintenance duties in a classroom or lab environment as required; and assisting the instructor and students in the preparation, distribution, or demonstration of instructional instruments, materials, supplies and equipment.

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**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Prepares classroom or laboratory for instruction; sets up equipment and materials for exercises and demonstrations; collects, maintains and stores equipment and materials after classroom or laboratory usage; assists in maintaining classroom or laboratory in a safe, clean and orderly condition.
2.	Demonstrates or describes the proper usage of equipment and materials to instructors and students; provides information to students regarding classroom or laboratory requirements; prepares and issues equipment and materials for students use; maintains records of equipment and materials loaned to students.
3.	Answers telephones and directs calls as appropriate; provides routine information; maintains various records as required.
4.	Assists in ordering, maintaining, receiving, cataloging and storing supplies and materials; assures adequate quantities are available for timely instructional use.
5.	Maintains and performs minor repairs and adjustments to equipment; reports major repair needs according to established procedures; examines literature on new equipment and makes purchase recommendations; consults with vendors as assigned.
6.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
7.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Laboratory Clerk maintains daily contact with students and instructors, as well as frequent contact with various college or District departments.

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**EDUCATION AND EXPERIENCE**

High school diploma or equivalent  
Preferably supplemented by two (2) years of college coursework and/or related training and experience in the assigned disciplines or subject areas

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of organization, policies and procedures of assigned department, classroom, or laboratory  
Knowledge of the proper methods, materials, tools and equipment used in the assigned classroom or laboratory  
Knowledge of appropriate safety precautions and procedures used in the assigned classroom or laboratory  
Knowledge of modern office practices and procedures  
Knowledge of proper English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of record keeping techniques  
Ability to perform specialized duties to ensure efficient lab operations  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

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**TRAINING REQUIREMENTS**

Chemical Hygiene (Natural Science Positions)  
Hazard Communication (Auto Body and Natural Science Positions)  
Industrial Truck/Forklift Certification (Auto Body Positions)  
Utility Cart Certification (Auto Body Positions)

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**WORKING CONDITIONS**

Instructional classroom and lab environment; may be subject to perform physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing classroom or laboratory demonstrations and experiments; may be subject to exposure to chemicals, solutions, biohazardous materials, and/or fumes.