

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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

PRIMARY PURPOSE

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.

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

WORKING RELATIONSHIPS

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

EDUCATION AND EXPERIENCE

High school diploma or GED

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

SPECIAL REQUIREMENTS

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)

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.