**Diagnostic Laboratory Technician I Standard Job Description**

**Classification Title:** Diagnostic Laboratory Technician I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Minimum Pay:** $20.67

**Job Description Summary:**

The Diagnostic Laboratory Technician I, under general supervision, performs routine diagnostic assays, assists in customer service, monitors computers for lab equipment and compiling data. They may provide technical assistance in research projects in the area of small animal gastrointestinal function and disease.

**Essential Duties and Tasks:**

**50% Diagnostics**

* Learns verification processes for client data and billing.
* Participates in sample processing.
* Assists in the preparation of assay buffers.
* Performs all work in accordance with validated test methods, employee training and equipment standards.
* Establishes knowledge of computer equipment for controlling lab machinery and compiling data.

**15% Data Entry**

* Performs data entry for client submissions.
* Follows standard laboratory policies and procedures.
* Records and imports data for result verification.

**15% General Department Support**

* Provides general information via phone and email correspondence.
* Maintains records of supplies and reagents as needed for testing.
* Assists in the training of student employees in the lab.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience. No required experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to read and comprehend verbal and written instructions.

**Machines and Equipment:**

* General office equipment

**Physical Requirements:**

* Ability to move (light, moderate, or heavy) objects.
* Some lifting, carrying, and/or moving of materials.
* Stand for extended periods of time.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[x]  **Yes**

[ ]  **No**