**Diagnostic Laboratory Technician III Standard Job Description**

**Classification Title:** Diagnostic Laboratory Technician III

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 10

**Minimum Pay:** $25.48

**Job Description Summary:**

The Diagnostic Laboratory Technician III, under general supervision, independently performs routine diagnostic assays, operates laboratory equipment, and monitors lab inventory. Tests new procedures for implementation into lab protocol. They may provide technical assistance in research projects in the area of small animal gastrointestinal function and disease.

**Essential Duties and Tasks:**

**50% Diagnostics**

* Performs verification processes for client data and billing.
* Independently execute assigned procedures.
* Independently prepares and may monitor preparation of assay buffers.
* Performs all work in accordance with validated test methods, employee training and equipment standards.

**15% Data Entry**

* Performs data entry for client submissions.
* Follows standard laboratory policies and procedures.
* Records and imports data for result verification.
* Operates and may monitor computer equipment for controlling lab machinery and compiling data.
* Evaluates assay data and results for 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.
* Three years of related 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
* Lab Machinery

**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**