

LABORATORY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of clerical duties, simple lab testing procedures, and related duties at a water or wastewater treatment facility. Duties are performed under general supervision of a plant operator or superintendent, with leeway for independently performing most job tasks.

TYPICAL WORK ACTIVITIES:

Answers phone, keeps records of messages, and makes appointments;

Compiles, maintains, and types a variety of reports, logs, and records including daily, weekly, and monthly report forms required by regulatory agencies;

Maintains a variety of operating schedules and records such as employee time records, machinery maintenance records, purchasing and inventory records, etc.

Performs basic mathematical operations to check calculations;

Files correspondence, memoranda, and reports;

Maintains a running account of revenue and expenditures for the plant's operating budget;

Codes all expense vouchers with appropriate account code and process vouchers for payments;

Collects water samples and performs a variety of routine laboratory procedures and tests;

Records test results in lab books;

Reads meters used in the operation of water or wastewater treatment plans including flow meters, gauges, temperature readings, sludge meters, ph-meters, etc;

Types correspondence for the department as is necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; Some knowledge of business arithmetic and English; Ability to make arithmetic computations quickly and

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accurately; Familiarity with elementary principles of chemistry and general science;

Ability to learn principles and procedures relating to conducting simple tests in a water or wastewater treatment plant; Ability to type; Clerical aptitude; and Ability to understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS: There are no academic or experience requirements for this title.

To be eligible for appointment, candidates must demonstrate entry level clerical aptitude and competence by successfully participating in an entry level clerical examination.

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Last Reviewed:
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A
Placed into Clasplan on 7/19/04

Revised and Replaced in Classplan: 2/15/2023