

## HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5769

### SCIENTIFIC STORES ATTENDANT

**Abolished 9/15/06**

#### BASIC FUNCTION

Control the activities of one or more scientific equipment and chemical supplies storage areas using a manual or automated inventory system. Perform related bookkeeping and stockroom duties.

#### DISTINGUISHING CHARACTERISTICS

Under general supervision, handle and distribute chemical supplies and scientific equipment in a safe and proper manner by applying knowledge of scientific chemicals, materials and equipment.

#### TYPICAL WORK

Ensure safe and proper storage and disposal of chemical, biological, and other supplies used in scientific fields of study, using knowledge of the scientific properties of chemicals, scientific specimens and a variety of scientific equipment;

Mix, issue and/or oversee issuance of chemicals, student laboratory work areas and basic laboratory equipment; explain use of chemicals and equipment;

Receive scientific merchandise, check and verify invoices and vouchers with original purchase order;

Prepare purchase orders on own initiative and/or consult with department heads using knowledge of use and spoilage ratios, scheduled classes as announced, verbal and written requests; prepare standard annual order for chemicals and equipment based upon previous program and knowledge of changes in the program;

Maintain running inventory of stock and equipment in scientific stores area;

Maintain a system for safe and proper storage, collection and disposal of hazardous chemical waste;

Maintain necessary files, records and library relating to chemical and equipment purchasing;

Examine laboratory equipment for breakage or malfunction; perform routine maintenance; make provision for repair by appropriate technician;

Check and audit supplies budget for deficits and availability of funds for continuing or emergency purchases;

May occasionally perform simple repairs of laboratory equipment;

May direct the work of others performing a variety of stockroom duties;

Perform related duties as required.

#### MINIMUM QUALIFICATIONS

High school graduation; AND one year of education/experience in handling and use of scientific supplies, chemicals and equipment; AND six months of experience in shipping and receiving, warehousing, or inventory control OR equivalent education/experience.

New Class: 10-12-73

Revise Class: 6-2-89