

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 61-779 LABORATORY ASSISTANT

VACANCIES: At present, two vacancies exist with Jefferson Community College

SALARY: \$16.26 – \$19.93/hr.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY OR CONTIGUOUS COUNTIES (Lewis, St. Lawrence, Oswego) FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

LAST FILING DATE: March 27, 2020

EXAMINATION DATE: May 16, 2020

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

(a) Graduation from a regionally accredited or New York State registered college with an associate's degree in biology, chemistry, laboratory technology, or related field; **ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.** or

(b) Graduation from high school or possession of a high school equivalency diploma and two years of technical laboratory experience.

EXAMPLES OF WORK: (illustrative only)

Orders, maintains, and controls inventory of science experiment supplies and equipment;

Cleans, stores, and cares for laboratory glassware and related equipment;

Keeps inventory records of consumable supplies, chemicals, and materials used by faculty and students;

Prepares simple chemical solutions for biology and chemistry laboratory experiments;

Maintains and controls use of scientific equipment used in chemistry and biology experiments;

Maintains culture samples as required;

EXAMPLES OF WORK: (continued)

Performs routine cleaning and maintenance of laboratory equipment such as removing chemical deposits, keeping working areas free of corrosive chemicals, and defrosting refrigerators;
Prepares and sets up scientific experiment equipment for use by faculty members;
Keeps records and makes reports as required.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

Keeping simple inventory records

These questions test for the ability to follow instructions in keeping simple inventory records of different materials received and distributed from a central location. The ability to add, subtract, multiply, and divide will be required. You may have to compute total costs from quantities (number of units) and cost or price per unit. Knowledge of specific record keeping systems and techniques will not be needed.

Basic laboratory equipment and glassware

These questions test for knowledge of common laboratory glassware and equipment and their uses.

General laboratory principles and practices

These questions test for knowledge of such areas as care and handling of toxic/dangerous materials; simple first aid and safety procedures; the metric system; simple laboratory calculations; care and use of laboratory glassware and equipment; and common laboratory procedures.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.