



## West Virginia Department of Agriculture

1900 Kanawha Blvd. E., Charleston, WV 25305  
304-558-3550

**Walt Helmick**  
Commissioner

### VACANCY ANNOUNCEMENT

**Title:** Laboratory Assistant  
**Salary:** \$28,000  
**Headquarters:** Regulatory & Environmental Affairs Division  
Guthrie Agricultural Center  
  
**Send WVDA Application & Resume to:** Anne Oravec, Executive Assistant  
West Virginia Department of Agriculture  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0170  
Phone: 304-558-2221  
E-mail: aoravec@wvda.us  
  
**Closing Date:** Open Until Filled

**Nature of Work:** An employee in this position is responsible for performing routine laboratory tasks associated with conducting a variety of tests and assisting other employees in more difficult analytical procedures.

#### **Examples of Work:**

- Receives samples for analyses, assigning each a sample number for identification. Samples are received by mail or delivered by individuals.
- Insures the integrity of samples that are received for analyses and records the disposition of the samples.
- Prepares samples for analyses, insuring that each sample is properly sub-sampled and ground, labeling the sub-sample with the sample number prior to submission to the Agricultural Materials Laboratory.
- Assists analysts in the Dairy, Seed, Meat, Microbiology, and Agricultural Materials Labs in the performance of their duties.
- Cleans and sterilizes laboratory glassware and equipment, as appropriate.
- Performs required quality control and quality assurance procedures.

- Assists with the emergency maintenance of sample preparation and laboratory equipment when professional help is unavailable.
- Performs other related work as required or as directed by the division director or laboratory assistant director.
- Maintains records of all quality activities as documented in SOPs and test methods.
- Handles samples and performing analyses according to SOPs and test methods.
- Maintains and calibrates equipment.
- Reports deficiencies or malfunctions to the Assistant Director.
- Identifies and records nonconformities on Corrective Action Requests.
- Identifies and records potential nonconformities on Preventive Action Requests.
- Corrects nonconformities and potential nonconformities.
- Improves laboratory and/or quality activities on a continuous basis.
- Perform related, and other duties, as assigned.

**Working Conditions:** Ability to sit, stand, and/or walk for extended period of time; frequently bend, squat, reach above shoulder level, push, pull and handle objects, and capable of lifting 25 – 50 pounds. Employment may require working with pathogenic microorganisms, hazardous chemicals such as disinfectants, acids, bases, mutagens, teratogens, and solvents, hot liquids, steam, and hot solid surfaces capable of burns; and warm, humid conditions may be found in the laboratory environment. Personal protective equipment is supplied to laboratory staff. Use of photocopiers, computers, telephone equipment, fax machines, and other office equipment. Some jobs require employees to be exposed to unpleasant odors.

**Required Knowledge, Skills and Abilities:**

- Knowledge of laboratory principles, techniques, equipment, and terminology.
- Working knowledge of the principles of chemistry, biology, and bacteriology.
- Skill in delicate and complex laboratory procedures.
- Skill in the operation and care of laboratory equipment.
- Ability to work with glassware and other fragile laboratory apparatus.
- Ability to learn the methods and procedures of a variety of routine laboratory tasks.
- Ability to perform calculations involving the application of basic mathematics.
- Ability to understand and follow oral and written instructions and to keep adequate laboratory records.
- Knowledge of laboratory safety and bio-security protocols.

**Minimum Qualifications:**

**Training:** Two years college credit including ten semester hours in the physical or biological sciences.

**Experience:** Employment in a technical laboratory for a minimum of six months.

**Substitution:** Graduation from an accredited four-year college or university with 15 semester hours in one of the physical sciences, including a laboratory course in microbiology or chemistry.

**Additional Requirements:**

Valid driver's license required.

Dependable transportation required and proof of insurance.

Pre-employment drug and alcohol testing.

Pre-employment law enforcement background investigation, including DMV records.

Physical ability to lift and maneuver over 40 lbs.