

Job Position: Scientific Analyst I

**Job Responsibilities:**

1. Process and analyze samples received and logged by following Standard Operating Procedures (SOPs);
2. Ensure accurate and timely handling of all samples and appropriate documentation is completed;
3. Produce and maintain applicable data recording as required by following established guidelines, review data for accuracy and completeness, ensure data is properly documented and entered to file;
4. Performs routine testing, quality control, calibration, maintenance and proficiency testing in accordance with current laboratory procedures.
5. Perform complex molecular-based procedures with a high degree of quality and in accordance with established protocols;
6. Produce and maintain applicable data recording as required by following established guidelines, review data for accuracy and completeness, ensure data is properly documented and entered to file;
7. Work closely with other lab staff to ensure research, development and laboratory schedules are maintained, cross-train and perform various laboratory tasks as requested by laboratory management;
8. Conduct routine maintenance, cleaning/sanitization and calibrations on laboratory equipment, following established internal guidelines and operator's manual instructions for each piece of equipment. Ensure all equipment is in working order, provide troubleshooting and technical assistance to meet or exceed laboratory timelines;
9. Perform a variety of miscellaneous tasks as requested to ensure business and customer needs are met. Maintain and update associated process documentation, participate in continuous process improvements and expense reductions, and ongoing training as required.

**Requirements:**

BS in biological sciences or related field is required

Experience with most or all of the following technologies is preferred:

- PCR
- Real time PCR
- Droplet digital PCR
- Next-generation sequencing library preparation and instrument runs
- Capillary electrophoresis: Sanger sequencing and fragment analysis

Position is full time, Monday through Friday. Some weekends may be required due to various deadlines.

**Computer Skills:**

- General familiarity with personal computers to include but not limited to Microsoft Office Products.
- Ability to learn new software as applicable for specific instruments and analysis.

**Travel Responsibilities:** None

**Managerial Responsibilities:** None

**Safety Requirements:**

- Eye goggles or shields to be worn during laboratory work, when handling chemicals or in the laboratory.
- Foot wear worn while in laboratory are to cover entire foot; prohibited styles of foot wear include but not limited to sandals, open toed, and sling style shoes.
- Laboratory coat should be worn when entering and working in designated laboratory areas. Clothing should not encumber movement, should allow for bending, stooping, lifting, raising arms, and not come into contact with chemicals or become entrapped and/or caught in equipment.
- Hair should be secured and not come into contact with chemicals or become entrapped and/or caught in equipment.

**Physical Demands:**

| GENERAL REQUIREMENT  | AMOUNT OF TIME |     |     |     |
|--|----------------|-----|-----|-----|
|  | 1/4 or less    | 1/2 | 3/4 | All |
| Stand  | X              |     |     |     |
| Walk   | X              |     |     |     |
| Sit  |                |     | X   |     |
| Use hands to finger, handle, or feel (includes keyboarding/data entry) |                |     |     | X   |
| Reach with hands and arms  | X              |     |     |     |
| Climb or balance   | X              |     |     |     |
| Stoop, kneel, crouch, or crawl   | X              |     |     |     |
| Talk or hear   | X              |     |     |     |
| Taste or smell   | X              |     |     |     |

| LIFTING REQUIREMENT  | AMOUNT OF TIME |             |     |     |     |
|----------------------|----------------|-------------|-----|-----|-----|
|                      | None           | 1/4 or less | 1/2 | 3/4 | All |
| Up to 10 pounds      |                | X           |     |     |     |
| Up to 25 pounds      |                | X           |     |     |     |
| Up to 50 pounds      | X              |             |     |     |     |
| Up to 100 pounds     | X              |             |     |     |     |
| More than 100 pounds | X              |             |     |     |     |

**Noise Level:** Moderate

**Vision Requirements:**

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors). Note that if color differentiation does not exist, accommodation can generally be made for this requirement.
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

**Work Environment:**

| Condition  | AMOUNT OF TIME |             |     |     |     |
|--|----------------|-------------|-----|-----|-----|
|  | None           | 1/4 or less | 1/2 | 3/4 | All |
| Wet or humid conditions (non-weather)                              | X              |             |     |     |     |
| Work near moving mechanical parts.                                 |                | X           |     |     |     |
| Work in high places  | X              |             |     |     |     |
| Possible exposure to fumes or airborne particles                   |                | X           |     |     |     |
| Possible exposure to toxic, flammable, caustic and other chemicals |                | X           |     |     |     |
| Outdoor weather conditions   | X              |             |     |     |     |
| Cold (non-weather)   | X              |             |     |     |     |
| Heat (non-weather)   | X              |             |     |     |     |
| Risk of electrical shock   | X              |             |     |     |     |
| Possible exposure to radiation                                     | X              |             |     |     |     |