AUBURN
Human Resources

Histotechnician I

Job Description

JOB INFORMATION

Job Code	IC04A
Job Description Title	Histotechnician I
Pay Grade	VT08
Range Minimum	$47,970
33rd %	$57,560
Range Midpoint	$62,360
67th %	$67,150
Range Maximum	$76,750
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/3/2022

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Laboratory Operations

JOB SUMMARY

Performs laboratory procedures involving histological tissue preparations, photochemistry, and immunohistochemistry, and assists research associates with special projects and research activities.

RESPONSIBILITIES

- Prepares and processes tissue samples for routine histologic techniques to be examined under a microscope by a pathologist. The histologic techniques include the following: fixation, processing, embedding, microtomy, and staining of animal tissue for evaluation by a pathologist.
- Performs duties related to the running of a laboratory including ordering supplies, complying with chemical inventory and hazardous waste protocols, completing necessary risk management and other training, routine cleaning and maintenance of equipment.
- Performs clerical and recordkeeping work including accessioning of specimens, inputting data into a laboratory management system, assisting pathologists and residents with grossing and trimming of specimens, documentation of specimens, and other laboratory recordkeeping.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Associate's Degree	In Histotechnology, Medical Technology, Clinical/Medical Laboratory Science, Biology, Chemistry, or related field.	and	0 years of	Experience in histology practices. See substitutions allowed for each level above.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
HT - Histotechnologist - Certified from ASCP	An accredited Histotechnician (HT or HTL) certification from the American Society for Clinical Pathology (ASCP) Board.	Upon Hire	Required	Or
HTL - Histo Technologist	An accredited Histotechnician (HT or HTL) certification from the American Society for Clinical Pathology (ASCP) Board.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching		X				
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.

Additional Special Requirements:

Must be able to evaluate slides to assess quality of staining.