

Job Title	Analytical Chemist I
Job Code	
Exempt Status	Non-Exempt
Position Status	
EEO Classification	

Job Summary

The Analytical Chemist I, under supervision, analyzes products using a variety of methodologies.

Essential Duties and Responsibilities

- Analyzes products using a variety of methodologies (i.e., orders supplies, prepares reagents and samples, conducts testing, evaluates and summarizes results, enters data) and adheres to related Office of the Texas State Chemist (OTSC) standard operating procedures (SOPs).
- Operates scientific and laboratory apparatus and equipment. Coordinates service calls for equipment and facilities maintenance.
- Uses computer equipment for controlling equipment and compiling data.
- Completes routine and preventive maintenance on laboratory equipment and instrumentation.
- Promotes workplace safety. Uses personal protective equipment while working with hazardous materials.
- Reviews and/or modifies existing methods to improve laboratory efficiency and accuracy. Uses technical resources for self-improvement and enhancing laboratory methodology.
- Prepares technical communications, such as SOPs, summaries, and/or presentations.
- Performs developmental and verification work for methods and processes for which no routine written method exists.
- Testifies and gives depositions for administrative hearings and court cases.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in Chemistry or Physical Science or equivalent combination of education and experience.

Experience – One year of related experience.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications. . Knowledge of a wide variety of laboratory equipment, collecting samples, performing analyses, chemical procedures, data entry, and computer records. Knowledge of basic laboratory procedures and safety practices.

Ability to – Ability to multitask and work cooperatively with others. Ability to communicate clearly and effectively to ensure understanding.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally does not supervise employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	