

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

Job Summary

The Analytical Chemist III, under direction, analyzes products using sophisticated instrumentation and complex methodology.

Essential Duties and Responsibilities

- Analyzes products using increasingly sophisticated instrumentation and complex methodology.
- Coordinates daily activities and provides advanced training for external stakeholders. Prepares technical communications such as standard operating procedures (SOPs), summaries, and/or presentations.
- Performs verification of methods and processes for which no routine written method exists and expands laboratory capacity beyond traditional areas. Works with research scientists in developmental work.
- Completes routine and preventive maintenance on laboratory equipment and instrumentation. Coordinates service calls as necessary.
- Performs specific laboratory functions to enhance quality assurance.
- Serves as a team leader.
- Promotes workplace safety. Uses personal protective equipment while working with hazardous materials.
- May testify or give 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 – Five years of related experience in a laboratory.

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 may supervise employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	