State Hygienic Laboratory
Newborn Screening
Data Entry Operator I
Ankeny, Iowa Facility

University Classification: Data Entry Operator I

Job Code: GB04
Position #: 00114078
Position Reports to: Ashley Comer 00115441

Building: Hygienic Laboratory BDC (HLA)
Hours: 3:00 am to 7:00 am
Shift: 3rd
Work Week: Straight
Additional Hours: Days and hour may vary to cover holidays and vacations.

Part/Full Time: 50% FTE, 20 hours/week
Exp Date: 00115441
Position #:
Org/Dept/Sub-dept #: 90-9050-00020

Name
Pay Level: 04

Position Specific Summary:
The State Hygienic Laboratory at the University of Iowa has an opening for a half-time Data Entry Operator I with the Newborn Screening Program in our Ankeny, IA facility. The main duties of the position are to perform data entry of demographic information, verifying data, and customer service functions.

General Class Description:
Under direct supervision, enters data from source materials using CRT terminal to transfer data to computer files. May perform coding of source materials before entry using specified guidelines. Operation of CRT terminal is majority of job responsibility. Duties performed at Ankeny Campus.

Classification
Key Areas of Responsibilities
Specific Job Duties and Tasks

Characteristic Duties and Responsibilities
• Operates CRT terminal in order to enter financial, patient, student, etc., data into appropriate computer records via various display screens.
• Compares data on CRT terminal screen with source material, correcting errors in entered data as necessary in order to insure accurate computer records.
• Operates CRT terminal to retrieve information from specific records in order to provide information to faculty, staff, patients, general public, or supervisory personnel.
• Examines source materials in order to determine data for encoding according to established guidelines.
• Reports operational difficulties to supervisory personnel as they occur.
• Greets and assists faculty, staff, students, patients, or general public.

Knowledge, Skills, and Abilities
• Knowledge of automated data processing systems and basic computer operations.
• Skill in operating computer keyboard.
• Ability to read and interpret policies, manuals and instructions.
• Ability to operate equipment skillfully and in conformance with applicable procedures.
• Ability to establish and maintain effective working relationships.
• Ability to communicate effectively, both orally and in writing, with people at different levels and from various backgrounds.
### Universal Competencies

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<tr>
<th>Positive Impact/Achieving Results</th>
<th>Ability to utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. Able to demonstrate ethical behavior in diverse situations while producing results.</th>
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<tr>
<td>Service Excellence/Customer Focus</td>
<td>Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.</td>
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<td>Collaboration and Embracing Diversity</td>
<td>Ability to work with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, and gender identity.</td>
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### Position Qualifications

**NOTE:** Education OR experience may be increased or decreased by one level for most positions.

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<th>Required Qualification</th>
<th>● Clerical office experience or post high school education which totals one year.</th>
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| Desired Qualifications | ● Able to type 40 net words per minute.  
● Word processing experience is preferred.  
● Data entry experience is preferred.  
● Office experience is preferred.  
● Customer service experience is preferred. |

See requisition # 18001097 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu) within Admin / Professional

Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.