State Hygienic Laboratory
Newborn Screening
Clerk II

University Classification: Clerk II
Job Code: GB11
Pay Level: 05
Position #: New
Org/Dept/Sub-dept #: 90-9050
Position Reports to: Ashley Comer
Name 00115441
Position #
Building: Hygienic Laboratory (HLA)
Part/Full Time Full Time Position
Hours: Mon – Fri, 5:00 am – 1:30 pm
Shift: 3rd
Shift Details: 3rd shift running into 1st shift
Work Week: Standard
Week Details: Monday – Friday, 5:00 am – 1:30 pm
Additional Hours: Will work rotating holidays and occasional weekend shifts.

Position Specific Summary:
Under direct supervision, performs clerical work such as computing and coding requiring independent judgment in the application of policies and procedures within the area of assignment and according to stated guidelines. Duties may involve the use of personal computers, computer terminals, and/or a variety of software and conventional office equipment.

Key Areas of Responsibilities and Specific Job Tasks

<table>
<thead>
<tr>
<th>Characteristic Duties and Responsibilities</th>
<th>Knowledge, Skills, and Abilities</th>
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<tbody>
<tr>
<td>Codes, tabulates, posts, and enters fiscal, statistical and other data. May use credit card machines, bar code systems, computers, or cash registers.</td>
<td>Knowledge of office routines and functions sufficient to relay factual information to visitors and telephone callers and to direct communications.</td>
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<tr>
<td>Assembles standard forms, correspondence, records, and maintains associated files.</td>
<td>Skill in operating office equipment.</td>
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<tr>
<td>Prepares, proofs, collects, copies, and cross checks routine documents and generates summary reports. Matches receipts/tickets to statements and maintains account records and other office records.</td>
<td>Ability to operate a personal computer and related software.</td>
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<tr>
<td>Gathers, collates, processes requests, and classifies information according to established guidelines, requiring independent judgment in the selection of materials and using a variety of communicative sources.</td>
<td>Ability to communicate effectively with staff, students, and the public.</td>
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<tr>
<td>Greets and assists the public, patients, students, faculty and staff and provides information relative to the area of assignment and according to established guidelines.</td>
<td>Ability to follow oral and written instructions.</td>
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Universal Competencies
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<thead>
<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>
</tr>
</thead>
<tbody>
<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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<tr>
<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

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<tr>
<th>Required Qualification</th>
<th>• Any combination of clerical office experience, undergraduate education, and/or post high school clerical training that is the equivalent to one year of full-time employment.</th>
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</thead>
</table>
| Desired Qualifications | • 6 months of clerical experience  
• Public contact/customer service experience  
• Proficiency in MS Word  
• Proficiency in MS Excel  
• Demonstrated excellent written/verbal communication |

See requisition # 19001729 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu) within Admin / Professional Category

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.