Position Specific Summary:
The State Hygienic Laboratory, at the University of Iowa is seeking a Clerk IV for the Central Services division at the Coralville, Iowa facility. Under direct supervision, this position is responsible to coordinate day-to-day operation of a large and complex storeroom for the Shipping Department.

Location: Coralville, Iowa
Hours: 8am-5pm, M–F with some rotating Saturday mornings and Holidays.
Work Modality: On-Campus, In-Person

Key Areas of Responsibilities and Specific Job Tasks

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<th>Classification</th>
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<td>Procure and deliver goods and services</td>
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<th>Specific Job Duties and Tasks</th>
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<tr>
<td>Generate and process internal orders, requisitions/orders.</td>
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<td>Manage inventory in multiple computer/online applications. Monitor real life supply of stock items, assemble/order sort and assign a variety of packages in conformance with guidelines from regulatory agencies, including the postal service, as necessary.</td>
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<td>Accurately package infectious substances for shipment according to federal and international regulations for proper packaging, marking, and shipping requirements, to avoid delay of shipment due to non-compliance with shipping regulations.</td>
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<td>Coordinate with members of other departments in order to facilitate the appropriate completion of work for special projects, both long term and short term.</td>
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<td>Receiving/communicating quality control results for sample/specimen containers.</td>
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<td>Verify client orders for completeness and accuracy and follow up on discrepancies to resolve problems.</td>
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<td>Safe handling of potentially harmful chemical substances, infectious substances including shipping and receiving and dispensing into sampling containers, identification, labeling and coding for items.</td>
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<td>Perform functional supervision and training of less experienced employees and student employees.</td>
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<td>Appropriate interaction with the public and outside agencies (FedEx, USPS, clients)</td>
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<td>Keep informed and up to date regarding changes in laboratory procedures and/or state, federal, or international regulations, and maintain necessary certifications.</td>
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- Operate postage meter and scale. Record type of carrier utilized to transport: U.S. Mail, UPS, Federal Express, etc. Indicate address, costs, and charge appropriate accounts.
- Prepare daily shipping reports/manifests for various shipping carriers.
- Accept and sign for deliveries from carrier personnel.
- Review public inquiries by telephone from various health facilities and municipalities and provide information regarding shipping/delivery policies and procedures.
- Use of format and clerical procedures to arrange a variety of material from different sources in a coherent and logical manner.
- Operation of fleet vehicles adhering to UI Fleet Safety Driving Record Review Standards.
- Monitoring/documentation on various equipment in the facility (refrigerators temps, etc.)
- Providing escort in restricted area to various vendors on site. (Stericycle, Praxair)
- Adheres to safe work practices related to chemical hazards.
- Adheres to policies, processes, and procedures regarding PPE use.
- Identifies accounting codes assigned for laboratory services rendered.
- Complies with documented internal policies and guidelines.

**NECROPSY**

- Maintain a flexible work schedule during Necropsy rotation to accommodate unexpected/late arriving specimens.
- Capability to perform standard tasks in a shortened timeframe to accommodate the addition of Necropsy work.
- Appropriate labeling/identification of containers used to store biohazardous waste.
- Operation of autoclave; performance/knowledge of appropriate disinfection/decontamination procedures.
- Operation of various cutting tools/implements.
- Maintenance of Necropsy room – restocking supplies, cleanliness or work area.
- Safe handling/disposal of shipping containers that were used to transport rabies specimens.
- Communication/coordination with lab staff regarding the arrival and timely tissue extraction for rabies specimens.
- Identification and extraction of tissues needed for rabies testing from various animal species and safe/appropriate transport of tissues to lab.
- Safe handling/judgement to identify safest way to handle live animals for rabies testing.
- Euthanasia of live animals submitted for rabies testing.
- Operation of necropsy/on-call phone; maintaining availability to come in on short notice and perform necropsy on weekends and holidays.
- Maintaining records of samples/specimens received for necropsy, appropriate labeling of test request forms for later identification/scanning.
- Monitoring/documentation of various equipment in the necropsy room. (Refrigerator temp, eye wash station)
- Providing safe/monitored access to necropsy room as needed for staff that have not been inoculated against rabies. (ex, Biosafety Officer needing to check air flows in Necropsy room)

**Knowledge, Skills, and Abilities**

- Extensive use of computer operating systems and various office software (Excel, Word, etc)
• Use of computer database to locate/record information, ability to follow written protocols/instructions to appropriately/accurately complete work.
• Organize, prioritize, and assign work in order to meet various deadlines.
• Ability to adjust work processes to meet the needs of specific clients.
• Use of good judgement/interpretation when dealing with time sensitive tasks/test items to ensure no delays or negative outcomes occur as a result of SHL work.
• Displays professional demeanor in all situations with customers and stakeholders
• Frequent lifting of weights up to and occasionally exceeding 50 pounds.
• Knowledge of storeroom methods and procedures.
• Knowledge of the characteristics, uses, and proper handling/storage techniques of items supplied.
• Knowledge of keyboarding and computer data entry skills.
• Ability to interpret and follow oral and written instructions.
• Ability to prepare and maintain stock records, reports, and inventories.
• Ability to communicate effectively with coworkers and constituents.
• Ability to work independently and provide functional supervision.

Universal Competencies

| Collaboration/Positive Impact (Working) | Shares appropriate information/feedback openly, professionally and respectfully. | Models open, respectful, accepting, and supportive behaviors with team members. |
| | Maintains productive work relationships while considering multiple perspectives and using effective conflict resolution practices. | Aligns expectations for self and team to achieve work objectives and overcome obstacles. |

| Diversity, Equity and Inclusion (Working) | Maintains productive work relationships while considering multiple perspectives. | Demonstrates awareness of one’s own and others’ social identities (e.g. race, gender, disability status, religion, etc.) and their relevance in the workplace. |
| | Resolves cross-cultural conflicts effectively. | Articulates the unit’s commitment to diversity, equity and inclusion and the reasons for its importance. |
| | Engages in personal and professional development on issues related to diversity, equity and inclusion. |

| Service Excellence/Customer Focus (Working) | Enhances service by seeking ways to add value to customer interactions/services. | Demonstrates sincere concern and takes responsibility when a customer complains, even if the cause of the problem lies elsewhere. |
| | Listens to feedback without defensiveness and uses it to enhance communication effectiveness. | Communicates in alternative ways to accommodate different listeners. |

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their
supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the University Operations Manual.

**Proficiency levels are defined as:**

**Basic Application** - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working Experience** - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive Experience** - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

**Expert/Leader** - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

### Position Qualifications

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<th>Minimum Eligibility Requirements</th>
<th>• Any combination of progressively responsible related clerical office experience, related undergraduate education, and/or post high school clerical training that is the equivalent to four years of full-time employment.</th>
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<tr>
<td>Special Qualification/Licenses</td>
<td>• Possession of a valid state or commercial driver’s license, and the ability to meet University Fleet Safety Standards.</td>
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<td>Desirable Qualification</td>
<td>• Data Entry experience.</td>
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See requisition # 23003571 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu)

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, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.