AUBURN
Human Resources

Tech, Central Receiving Services

Job Description

JOB INFORMATION

Job Code	ID12
Job Description Title	Tech, Central Receiving Services
Pay Grade	VT05
Range Minimum	$39,040
33rd %	$44,250
Range Midpoint	$46,850
67th %	$49,450
Range Maximum	$54,660
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	12/9/2025 11:58:32 AM

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Laboratory Operations

JOB SUMMARY

The Central Receiving Services team works to provide efficient workflow to eliminate accessioning, paper work, and package retrieval from laboratory personnel. Central Receiving technicians will receive and organize all external and internal specimens, receive and document incoming packages from outside vendors, and will distribute to the designated laboratories.

RESPONSIBILITIES

- Responsible for receiving all shipments for research and diagnostics labs for the Department of Pathobiology. Full understanding of regulatory compliance, adherence to Good Laboratory Practice (GLP) guidance and Internal SOPs, cooperation with Risk Management and Safety (RMS) and research and diagnostic lab directors and staff. Observe and comply with all RMS policies and procedures for safe handling of blood, serum, and animal tissues and select chemicals.
- Ensures all diagnostic packages are opened, handled, and stored in accordance with Biological Substance Category A and B guidelines. Inspects packages to ensure integrity of package contents and diagnostic samples.
- Log package receipt (time/day), shipping conditions (wet or dry ice, room temperature, etc.), package contents (blood, serum, fresh or fixed tissue, slides, etc.), sample integrity, and note any submission discrepancies. Ensures completed submission paperwork accompanies each sample. Determines storage and transport requirements for each sample and ensures samples are handled appropriately to maintain integrity.
- Creates accessions for each diagnostic sample through the VetView Veterinary Hospital and Laboratory Management System. Assigns each sample to the appropriate diagnostic laboratory and enters codes for each requested diagnostic assay. Enters patient history and clinical observations for each submission. Ensures all required information has been provided by the submitting clinic and liaises with clinics to gather needed information.
- Responsible for operating company vehicle safely as well as maintaining a valid driver's license and driving record for the safe and timely transportation of specimens, supplies, reports, equipment, and materials to the appropriate destination while protecting critical health information. Coordinates with laboratory staff to deliver samples and packages to diagnostic and research labs.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED			2 years of	Lab processes, terminology, and information management data system.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of lab processes, terminology, and information management data system.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Healthcare & Safety

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting				X		
Climbing		X				
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards				X	
Wet and/or humid		X			
Noise			X		
Chemical				X	
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.