



TOXICOLOGIC PATHOLOGY ASSOCIATES, INC. (TPA)

National Center for Toxicological Research
Jefferson, AR 72079

CAREER OPPORTUNITIES Posting closes January 31, 2013

| DIVISION | POSITION | SUPERVISOR | REQUIREMENTS |
|-----------------|------------------|-------------------|---|
| Jefferson, AR | Data Entry Clerk | Kristina Chapman | High school diploma or equivalent; minimum of 12 months previous experience entering data or working knowledge of database required |

TPA has an opening for a Data Entry Clerk. The work is concerned with performing pathology data collection, verification and quality assurance of data collected and generated by the Pathology Services. Tasks may include receiving and assigning incoming pathology cases, data entry and verification of microscopic findings, and maintaining accurate records of laboratory operations. Must possess basic understanding of data bases, ability to run data base queries and how to extract data as requested. The successful candidate must be able to review data records for completeness and accuracy providing feedback to the pathologist where there are inconsistencies in diagnosis between cases. He/she will use pathologist coded worksheets to enter microscopic diagnosis into automated data collection systems; will compile, verify and file data records including individual animal necropsy records (IANR), histology processing records (HPR), select tissue processing records (STPR) and pathologist diagnosis/worksheets. The incumbent will be required to generate Micropath or LDAS Pathology summary reports as requested and should have demonstrated the ability to apply systematic problem solving and continuous improvement concepts to the work environment; must have the ability to monitor multiple projects; ability to work self-directed with minimal supervision; as well as the ability to develop and maintain good working relationships with internal and external customers. External candidates must be able to pass a pre-employment drug screen and security clearance if offered a position.

Toxicologic Pathology Associates (TPA) offers a generous benefits package. Salary is commensurate with qualifications and experience. TPA, Inc. is an equal opportunity employer. Applications available in the pathology office or send resume to:

Betty Raiford
TPA Project Manager
National Center for Toxicological Research
3900 NCTR Rd.
Jefferson, AR 72079
Office (870)543-7035
Betty.Raiford@fda.hhs.gov

NOTE – This position is being posted externally; however, internal applications will also be accepted.