



JULY 2009
FLSA: NON-EXEMPT

SHIPPING & RECEIVING CLERK

DEFINITION

Under general supervision, provides shipping and receiving duties for the college campus; performs clerical support activities for the Maintenance & Operations Department and assists staff as needed; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Maintenance & Operations or other assigned management personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class responsible for receiving, maintaining, and distributing the inventory of materials, parts, supplies, tools, and equipment required for District operations. Responsibilities include maintaining purchase order records, receiving, picking-up and delivering supplies, and performing clerical support duties to the department by typing documents and answering phones. This class is distinguished from the Administrative Assistant classification in that the latter performs complex administrative and office support duties.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists the Director of Maintenance & Operations and other department staff with completing department daily duties, activities, and projects related to inventories.
- Receives, answers, and refers telephone calls for department director and staff; takes messages and responds to inquires and concerns as necessary.
- Prepares and maintains purchase order requests and deliveries of office supplies, equipment, tools, and maintenance supplies.
- Receives, signs for, picks up, and delivers office supplies, equipment, tools, and maintenance supplies for the college campus and distributes to the appropriate department, office staff or Instructor as indicated on initial purchase order requests.
- Verifies receipt of, unloads, stores, transports, delivers, and distributes parts, materials, and supplies.
- Processes purchase orders for payment, reviews for accuracy, confirms delivery of order requested and forwards documentation to purchasing department.
- Receives and sorts incoming special delivery packages; delivers packages to designated locations throughout the campus.
- Completes logs, forms, and documentation daily; enters purchase order information into computer database.
- Types and prepares correspondence, memoranda, business letters, and reports for department staff.

- Sorts, distributes, and prepares incoming and outgoing mail for the assigned department and other college departments and staff.
- Assists with locksmith duties and responds to staff and employee questions or inquires regarding keys as necessary.
- Assists with setting up classrooms, chairs, and completing special projects.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Standard methods and practices of shipping, receiving, delivery, and distribution of mail, office supplies, equipment, tools, and maintenance supplies.
- Clerical support practices and procedures.
- Basic principles and practices of record-keeping.
- Names and uses of materials, parts, supplies, tools, and equipment related to District operations.
- Basic District purchasing and supply ordering policies and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Safe work methods and safety practices pertaining to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Read, interpret, understand, and apply materials, parts, supplies, tools, and equipment specifications.
- Perform responsible clerical support work with accuracy, speed, and minimal supervision.
- Respond quickly and accurately to inquiries, instructions, and requests.
- Organize, maintain, and update office database and records systems.
- Perform basic mathematical calculations.
- Maintain clear and accurate records.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and six (6) months of experience performing clerical and receiving work, preferably including or supplemented by experience in a commercial or public maintenance complex where the individual has gained a familiarity with the equipment, materials, and personnel specialties of the field.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, as well as to work in a warehouse and use a forklift to transport materials; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment and in a warehouse and are exposed to chemicals, dust, paint fumes, mechanical and/or electrical hazards, machinery, and moving objects or other vehicles. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.