



JOB TITLE: LEAD STOCK CLERK – SHIPPING AND RECEIVING

Classification: Classified
Salary Range: 26

Retirement Type: PERS*
Board Approved: November 20, 2000

BASIC FUNCTION:

Under the direction of the Operations Supervisor, receive, store, ship and deliver materials, supplies and equipment to various locations both on and off campus. Maintain assigned storage areas in a clean and orderly condition. Assist the Operations Supervisor by providing work direction to assigned staff and order and maintain needed supplies.

REPRESENTATIVE DUTIES:

Receive and inspect shipments of supplies, material and equipment delivered to the District.

Check items received; verify quantities with purchase orders and materials received and that are in proper condition; note shortages, damages, and other discrepancies and report according to appropriate procedures.

Deliver supplies, materials and equipment to various locations.

Fill stock orders; locate, pull and prepare items for delivery.

Operate an automatic inventory system; input vendors, stock numbers and site locations into the computer; input stock received and delivered, including cost per use.

Operate forklifts, hand trucks and other storekeeping equipment.

Participate in periodic inventory procedures as assigned.

Package and ship defective or outdated supplies and merchandise according to established procedures.

Prepare shippers and related documents; distribute and file as appropriate.

Train and provide work direction to others as assigned.

Order and maintain materials related to Shipping and Receiving according to established guidelines and procedures; keep storeroom in a clean and orderly condition.

Oversee the resale or disposal of surplus District property.

Maintain accurate records on materials ordered and received as required.

Operate standard office equipment including a typewriter, personal computer, copier and fax.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and three years experience in Shipping and Receiving.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Proper methods of packing, wrapping and shipping packages.

Basic techniques and operation of a personal computer.

Proper methods of storing materials.

Freight charges and shipping terminology.

Safe lifting techniques.

Basic record keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Proper procedures of handling of incoming and outgoing mail.

Abilities/Skills:

Perform a variety of duties in the Shipping and Receiving Department, involved in the shipping, receiving and storage of supplies.

Organize and maintain the Shipping and Receiving warehouse in an orderly condition.

Maintain inventory and order equipment and supplies.

Quickly learn and apply rules, regulations, and procedures involved in assigned activities.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Train and provide work direction to others.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Carry, lift, push and/or pull heavy objects.

Ability to learn and use a computerized inventory and coding system.

Licenses or Other Requirements:

Valid California driver's license.

WORKING CONDITIONS:

Extreme fluctuations between indoor and outdoor temperatures.

Use of arms, legs and back to regularly push, pull, carry or lift objects up to 50 pounds.

Dexterity of hands and fingers to operate computer keyboard and other equipment.

Stand for extended periods of time.

Reach overhead, above the shoulders and horizontally.

Bend at the waist, kneeling or crouching

Lift at least 50 lbs.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.