



## **JOB TITLE: LEAD STOCK CLERK – SHIPPING AND RECEIVING**

Classification: Classified  
Salary Range: 26

Retirement Type: PERS\*  
Revised/Board Approved: July 20, 2020

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### **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 against purchase orders and/or materials received; check for proper condition; note shortages, damages, and other discrepancies and report according to appropriate procedures. Store and properly secure materials as needed.

Deliver supplies, materials, and equipment to various locations including coordination of paycheck pick-ups from LACOE.

Fill stock orders and maintain campus compressed gas supplies according to District, State, and County regulations. 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Package and ship defective or outdated supplies and merchandise according to established procedures. Recycle office toner cartridges and batteries as appropriate.

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. Purge records in accordance with an established records-retention schedule.

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

Perform other related duties as assigned.

**JOB QUALIFICATIONS:**

Education and Experience:

High school diploma or GED certificate.

Three years of experience in shipping and receiving.

**OTHER QUALIFICATIONS:**

Knowledge/Areas of Expertise:

Proper methods of packing, wrapping, and shipping packages.

Familiarity operating a computer or mobile device.

Proper methods of storing materials.

Freight charges and shipping terminology.

Safe lifting techniques.

Basic record keeping techniques.

Interpersonal skills that involve tact, patience, and helpfulness.

Proper procedures handling incoming and outgoing mail.

Abilities/Skills:

Organize and maintain a warehouse in an orderly condition.

Maintain and track 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 unassisted.

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