

**CLASS TITLE: Shipping & Receiving Clerk  
Range 6**

**Basic Function:**

Under the supervision of the Business Manager, performs varied and general clerical duties required for ordering, shipping and receiving supplies and materials.

**Representative Duties:** (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

- Computer and machine operation
- Sorts, alphabetizes, and files cards, records, and reports
- Uses computer to input and update orders
- Checks records and forms for completeness and accuracy
- Types purchase orders, letters, lists, and other materials
- Types or posts prescribed information and records
- Initiates contacts regarding tracking orders and supplies
- Submits reports to Business Manager by computer and hard copy
- Receives, distributes, and delivers mail
- Conducts surveys of other districts regarding personnel and other issues
- Answers telephone and greets visitors
- Assist in loading and unloading shipping vehicles
- Records and documents fixed assets
- Other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Computer hardware and software
- Tracking systems including procedures and reports
- Operating office equipment
- Inventory and control
- Proper phone and receptionist practices
- Filing and office practices
- Purchasing and funding protocols

**ABILITY TO:**

- Type at 35 words per minute
- Input data accurately and efficiently
- Establish and maintain rapport with staff and vendors
- Keep accurate track of materials and supplies

- Meet critical deadlines
- Stoop, bend, kneel and lift packages up to 50 pounds
- Maintain valid DMV license

**EDUCATION AND EXPERIENCE:**

- Tracking software
- High school diploma or equivalent (AA preferred)

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- The noise level in the work environment is moderate.
- Interruptions due to walk-in traffic are frequent.
- The position requires multi-tasking and the ability to focus in a distracting environment.
- Strenuous activity is common.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

Board Approved: June 26, 2014