

**CLASS TITLE: Shipping and 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  
Other related duties as assigned.  
Records and documents fixed assets

**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.*

Adopted: 6/20/05