

RECEIVING CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This is routine work which involves the operation of a central receiving location. The work is carried out in accordance with established procedures and involves the receipt and distribution of mail and freight. Heavy manual labor is required and an incumbent must be able to lift up to 80 pounds of weight on a regular basis. Employees in this class perform a variety of duties involving physical exertion. Work is performed under general supervision. Supervision of others is not normally a responsibility of the class.

TYPICAL WORK ACTIVITIES:

1. Receives items of mail, freight, etc.;
2. Checks items against packing lists and purchase orders;
3. Makes out delivery slip for interschool and interdepartmental delivery;
4. Fills requisitions, prepares stock for shipment, and makes deliveries to various locations;
5. Files proof of delivery slips;
6. Marks purchase order as delivered and sends to proper authority for payment;
7. Packages and ships outgoing items.
8. Maintains adequate stock of supplies, disbursing and maintaining supply inventory;
9. Operates office machines;
10. May operate a forklift and/or pallet jack in the performance of duties;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; ability to understand and follow oral and written instructions; when responsibility includes the delivery of merchandise, must have the ability to operate required automotive equipment; ability to work well with others; personal characteristics necessary to perform the duties of the position; sufficient physical strength and agility to permit the lifting and moving of heavy objects (must be able to lift up to 80 pounds).

MINIMUM QUALIFICATIONS:

EITHER: (A) Graduation from high school or high school equivalency;

OR: (B) One (1) year of full-time experience in the performance of clerical, stockroom, or warehouse work.

SPECIAL REQUIREMENT:

In jurisdictions where the operation of automotive equipment is required candidates, at time of appointment, must possess the appropriate operator's license as specified in the Regulations of the Commissioner of Motor Vehicles.

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