

**TITLE Clerk - Shipping and Receiving/Initial Tagging of Purchases**

- QUALIFICATIONS**
1. Not less than a high school diploma or general equivalency diploma;
  2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed; and
  3. Meets health and physical requirements.

**JOB GOAL** To properly receive and distribute most merchandise purchased by the school system. To maintain an accurate, up-to-date inventory of initial purchases for the school system.

**ESSENTIAL FUNCTIONS**

1. Perform general clerical duties like -
  - a. Keyboarding
  - b. Data entry
  - c. Use of equipment
2. Receive approved Purchase Orders, inspect and compare products to purchase orders upon arrival;
3. Receive products and logs information such as date, vendor, number of boxes received, etc., and maintain such log;
4. Complete receiving cover sheet for each purchase order and file them upon completion;
5. Inform appropriate individuals of receipt of product and verification of order and contact the company if there is a discrepancy with the order;
6. Store merchandise/equipment until needed;
7. Seal all boxes and send them to their proper destination with a copy of the packing list and *receipt of acknowledgement* to be signed and returned;
8. Send cover sheet with appropriate packing list to the Finance Department and originator of requisition of purchase order;
9. Maintain security of office and warehouse;
10. Attach fixed asset number tag to appropriate product upon arrival and record information on fixed asset data sheet and send the copy to the proper site;
11. Receive fixed asset data sheet, with original number tags from system sites, enter data on Fixed Asset Inventory Program and file in corresponding site folder upon completion;
12. Accept/distribute/accept and re-submit the paper version of mandatory tests.
13. Perform other related duties as deemed necessary by the Director of Schools.

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

## **VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to dealing with people.
3. Good interpersonal skills.
4. Good organizational skills.
5. Proficient in verbal and written communications.
6. Ability to maintain accurate records.
7. Enthusiasm.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
5. Motor Coordination: Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
6. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.
7. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
8. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

## **WORK CONDITIONS**

Some physical discomfort due to being in various areas inside and outside in different weather conditions.

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 am to the following Saturday at 11:59 pm).

### **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed the individual assigned to this position.