



## INVENTORY AND RECEIVING CLERK

| Class Code | OT Status  | EEO Category        | Represented Status | Salary Grade | Effective Date | Status     | Pages  |
|------------|------------|---------------------|--------------------|--------------|----------------|------------|--------|
|            | Non-Exempt | Service/Maintenance | PEU Local 1        | 51           | 07/01/2017     | Classified | 1 of 3 |

### DEFINITION

To receive, stock, store, maintain and distribute supplies, equipment and other miscellaneous resources.

### DISTINGUISHING CHARACTERISTICS

**Inventory and Receiving Clerk**- This is the entry-level class in the storekeeping series. Initially under supervision, incumbents perform the more routine duties while learning policies and procedures and becoming familiar with inventory and receiving practices. As experience is gained, there is greater independence of action within established guidelines.

**Inventory and Receiving Clerk, Senior** – This is the experienced class in this series, capable of performing the full range of Inventory and receiving duties. The nature and scope of work performed require the use of discretion, initiative and sound judgement, and a familiarity with district policies and procedures.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Receives, counts and inspects incoming shipments of supplies and equipment for conformity to purchase order specifications and delivery slips; inputs and updates computerized shipping and receiving records.
- Accepts postal deliveries, including special deliveries.
- Sorts and distributes incoming and inter-office mail; prepares shipments of interdepartmental mail to outlying district locations on a daily basis.
- Issues, stores, transports and deliver supplies, equipment and merchandise to authorized personnel and areas.
- Processes paperwork for outgoing supplies, merchandise, equipment and other goods for shipment; determines the most cost effective means of shipping.
- Conducts periodic physical inventory; reconciles discrepancies.
- Processes and files purchase orders; maintains files, records and logs on all purchase orders.
- Matches receiving documents and orders to invoices to ensure accurate payment.
- Operates a variety of equipment which may include forklifts, calculators, computers, printers and cash registers.
- Maintains and schedules delivery truck and forklift for needed repairs and regular servicing.



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- Maintains preventive maintenance and equipment maintenance records; researches and purchases repair parts for equipment.
- Verifies item price codes and assigns prices to merchandise, stocks, equipment and supplies; enters codes to generate accurate price labels; completes merchandise processing in a timely manner to ensure availability of items for sale.
- May assist in bookstore shipping and receiving duties when assigned to bookstore.
- Delivers outgoing items to post office, other campuses and other appropriate destinations.
- Interviews, trains and supervises student assistants or other assigned staff.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Business practices related to shipping, receiving, stocking and delivering goods.
- Basic inventory methods and procedures.
- Requisitions, purchase orders, invoices and delivery slips.
- Recordkeeping methods and procedures, including electronic inventory systems.
- Safe practices for lifting heavy loads.
- Modern software applications (Microsoft Office Suite, etc.).

Skill/Ability to:

- Perform general inventory and storekeeping duties.
- Work independently.
- Perform heavy physical labor, including lifting and moving items weighing up to 50 pounds.
- Perform mathematical calculations accurately.
- Use a computer to retrieve information and to update inventory files.
- Operate a variety of equipment, including forklift.
- Train student assistants.
- Understand and carry out both oral and written instructions.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

- One (1) year of responsible experience in purchasing, receiving, storing, delivering and inventorying equipment, supplies and goods.

### EDUCATION / LICENSE OR CERTIFICATE



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- Possession of a high school diploma/GED or the equivalent.
- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Possession of, or ability to successfully complete, warehouse safety and forklift operations certifications.

Adopted: 07/01/17