

## INVENTORY AND RECEIVING CLERK, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Service/Maintenance	PEU Local 1	53	07/01/2017	Classified	1 of 3

### DEFINITION

To perform a variety of skilled tasks related to the shipment, receipt, pricing, storage and distribution of books, supplies, equipment and other materials.

### 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.

### 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.

### EXAMPLES OF DUTIES

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

- Receives, counts and inspects incoming shipments of books, supplies, merchandise and equipment for conformity to purchase order specifications and packing slips; inputs and updates computerized shipping and receiving records.
- Matches receiving documents and orders to invoices to ensure accurate payment; notes and reports shortages, partial shipments, damage or other discrepancies; files freight claims on damaged merchandise with carriers.
- Assists customers, faculty and staff in locating needed items.
- Verifies correct item price codes for incoming books, merchandise, equipment and supplies according to District policies; enters codes to generate accurate price labels; completes merchandise processing in a timely manner to ensure availability of items for sale.
- Issues, stores, transports and delivers supplies, equipment, fixtures and merchandise to authorized personnel; loads and unloads delivery truck.
- Oversees and prepares outgoing shipments including timely returns of surplus or damaged textbooks and merchandise for credit; accurately notes suppliers for claims processing.
- Packages, labels and prepares freight bills for outgoing supplies, equipment and other goods for shipment by a wide variety of freight and delivery services; determines the most cost effective means of shipping; obtains return authorizations from publishers.

## INVENTORY AND RECEIVING CLERK, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Service/Maintenance	PEU Local 1	53	07/01/2017	Classified	2 of 3

- Processes and files purchase orders; prepares and maintains a variety of files, records and logs pertaining to books, merchandise, equipment and supplies.
- Conducts periodic physical inventory; reconciles discrepancies; prepares and maintains inventory control records.
- Maintains receiving and stock areas in a clean, safe and secure manner.
- Stores, organizes and disposes of equipment, records, stocks and supplies according to District policies and procedures.
- Operates a variety of equipment including delivery trucks and forklifts.
- Delivers outgoing items to post office, other campuses and other appropriate destinations.
- Schedules delivery truck for needed repairs and regular servicing; maintains equipment and preventive maintenance records; researches and purchases repair parts for equipment as necessary.
- Trains and supervises student assistants and hourly employees.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of retail operations including displaying merchandise to greatest effectiveness.
- Practices and procedures related to shipping, receiving and stocking a variety of materials, equipment and supplies.
- Modern software applications (Microsoft Office Suite, etc.).
- Basic inventory methods and procedures.
- Requisitions, purchase orders, invoices and delivery slips and the use and meaning of each.
- Basic mathematics used in inventory and stock keeping.
- Record keeping methods and procedures related to shipping, receiving, warehousing and retail operations.

Skill/Ability to:

- Perform general inventory and store keeping duties.
- Organize work to meet deadlines and customer service requirements.
- Perform moderately heavy manual labor using established safety practices and procedures including lifting and moving items weighing up to 50 pounds.
- Make mathematical computations accurately; calculate list prices, cost prices, mark up and mark downs, margins and discounts.
- Learn District policies and procedures.
- Use a computer to enter, retrieve information and update inventory files.
- Safely operate equipment and vehicles including delivery truck and forklift.
- Prepare and maintain accurate records, logs and files.



## INVENTORY AND RECEIVING CLERK, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Service/Maintenance	PEU Local 1	53	07/01/2017	Classified	3 of 3

- Communicate effectively, both orally and in writing.
- Complete work independently and exercise good judgment in the absence of supervision.
- 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

- Two (2) years of increasingly responsible experience performing inventory and receiving duties in a retail or related environment.

### EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent, supplemented by college-level course work or special training specifically related to retail sales operations.
- 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