

MONTEREY COUNTY OFFICE OF EDUCATION

SHIPPING AND RECEIVING TECHNICIAN/WAREHOUSE

CLASSIFICATION: Classified

SALARY LEVEL: 31.5

DEFINITION:

Under the general supervision of the Executive Director of General Services, the Shipping and Receiving Technician implements and maintains procedures for the operation of the warehouse and provides clerical support to the general services department; processes and delivers mail.

SUPERVISOR:

Executive Director of General Services

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions..

MAJOR DUTIES AND RESPONSIBILITIES:

- Receives, stores, issues, and maintains records pertaining to all warehouse transactions
- Performs a variety of responsible clerical work including checking records for accuracy and resolving discrepancies
- Operates office equipment such as computers and printers, facsimile machines, copy equipment, voice messaging and electronic mail systems, and telephone equipment
- Uses computer mail system, process mail and packages for pick up, operates postage meter, generates reports for invoicing purposes and performs other mail room functions
- Drives light truck, picks up and delivers mail, supplies and equipment
- Establishes/processes all inventory for the purpose of maintaining control and accuracy of incoming and outgoing shipments.
- Identifies/recommends appropriate materials needed to maintain stock on hand for the purpose of meeting inventory and program needs including custodial supplies
- Secures/receives deliveries for the purpose of ensuring that materials are received and all ordered materials are accounted for
- Wraps, packages, and prepares parcels and goods for shipping and delivery
- Inspects incoming equipment and supplies for conformity to purchase order specifications and packing slips; notes and reports shortages, damages, or other discrepancies
- Stores, stocks, and maintains shelves and goods in a clear and orderly condition; assists in sweeping warehouse
- Operates and maintains fork lift and related equipment used in the warehouse
- Creates purchase orders for mailroom supplies and postage
- Confers with supervisor in determining storage space requirements, optimum stock quantities, and matters pertaining the receipt of goods and the filling of requisitions
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- Reports to supervisor any problems or discrepancies in orders
- Assists in periodic and annual inventories
- Assists in preparing records for fixed asset inventory
- Assists with scheduling in-house meeting room reservations
- Assists with Safety Committee/Building Marshall projects or assignments
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations
- Performs other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and operate van, forklift, and postage meter; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district), drive an automobile or van, and respond to emergency situations; physical strength sufficient to lift 50 pounds; physical stamina sufficient to sit, stand or walk for prolonged periods of time; physical tolerance to be exposed to dust pollen specific agents/chemicals, cleansers, foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience:

- Any combination of education and experience equivalent to a high school diploma
- Any combination of post-secondary education, experience and training equal to two (2) years of clerical/warehouse experience including no less than one (1) year of demonstrated experience
- College level coursework in areas related to this position may be counted toward the experience requirement. (e.g.: 24 units equals one year of experience)

Knowledge of:

- Experience in driving automotive equipment
- Safe driving practices
- Warehouse and stock control methods and procedures
- Proper and orderly methods of storing equipment and materials
- Safety rules and regulations related to warehouse operation and equipment usage
- Modern office procedures and practices, including filing systems, reception and telephone techniques and letter and reporting writing techniques
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices
- Standard arithmetic and basic business English, spelling, grammar, and punctuation

Skills and Abilities:

- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties and office policies
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Perform mathematical calculations with speed and accuracy
- Operate a vehicle safely and efficiently
- Operate a forklift
- Understand and carry out assigned work with minimal supervision
- Use good judgment in recognizing scope of authority
- Learn and use technology and computer software applications as appropriate to the work environment
- Learn, plan, formulate and execute federal, state, district, and departmental policies, procedures and directives, in accordance with assigned duties
- Read, understand, interpret, and follow laws, rules, regulations, processes, policies, and methods of the office, the County Office, and the State of California
- Use initiative and judgment in discussing problems with the public and staff, involving practices and policies
- Establish and maintain cooperative relationships with those contacted within the course of work
- Work as a team member
- Perform under demanding and varied work schedule with ability to remain flexible and focused during interruptions and distractions
- Communicate effectively in the English language, both orally and in writing
- Understand and follow oral and written directions

- Determine and meet schedules and timelines
- Maintain accurate, neat, and legible records and reports

Licenses and Certifications:

- Possession of an appropriate, valid California driver's license and evidence of insurability
- Operate a forklift and become forklift certified within six (6) months of employment

Available Pay Stipends:

There is an additional 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish and Braille, as certified by MCOE.