

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DISTRIBUTION CLERK I, R35

DEFINITION:

Under general supervision, performs manual and clerical duties involved in receiving, storing, inventorying of warehouse materials and supplies; delivers supplies, materials and equipment; sorts and packages materials for distribution.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by higher level administrative and management personnel.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Receives and processes purchase orders/warehouse requisitions using PeopleSoft online purchasing system

Receives and issues warehouse stock using a hand-held barcode scanner

Creates printed barcode labels for warehouse stock items

Inspects warehouse deliveries of supplies, materials and equipment and reports any damages or discrepancies to supervisor

Makes daily deliveries and pickups to and from multiple sites

Unloads and loads trucks and/or trailers using a variety of equipment including ride on electric power jack, dollies, and/or other loading equipment, or by hand

Assists in periodic physical inventory of stock on hand and in maintaining perpetual inventory

Routinely and frequently moves and transports heavy objects and material such as boxes of computer paper, equipment, large cartons and packages of instructional equipment and supplies

Keeps storage areas and goods clean, safe and secure

Assists with salvage of waste paper

Performs minor mechanical and assembly tasks

Maintains paper documentation of stock items, purchase orders, requisitions, discrepancy sheets and reports, and other documentation

Assists in receipt, recording and storage of materials and supplies.

Organizes, sorts and packages materials for distribution.

Prepares materials for pickup by outside vendor.
Assists in shelving and storage of general warehouse materials.
Contacts and follows up with appropriate vendors to ensure orders are filled accurately.
Participates in the inventorying of warehouse supplies and materials.
Checks stock needs, records totals, and replenishes as necessary.
Creates computerized spreadsheets in support of maintaining account and inventory records and lists.
Prepares labels.
Maintains records and files in alphabetical or numerical sequence.
Prepares materials for scanning.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The classification of Distribution Clerk I is distinguished from Distribution Clerk II in that the Distribution Clerk II has additional duties including assembling of instructional materials/equipment and delivery of materials, supplies and mail to staffs' work location and students' home.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

A valid California Class C driver's license is required as travel from SDCOE to various locations throughout the county may be required in order to perform assigned tasks.

EDUCATION AND EXPERIENCE:

A combination of education, training and experience which clearly demonstrates possession of the knowledge and abilities detailed below.

Experience:

Six (6) months of experience performing either general warehouse or clerical work.

Education:

Graduation from high school or equivalent.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and techniques of warehouse operations including barcode inventory system and handheld barcode scanners

Organizational techniques and procedures for receiving, shipping, inventory system and delivery of stock items

Tracking orders using an online computer system

Warehouse safety and security practices and procedures

Proper and safe operation of

pallet jack equipment

Computer hardware and software including enterprise-wide procurement systems and software

Lifting techniques

Methods and practices used in receiving, storing, and warehousing supplies and materials

Computerized inventory control systems pertaining to warehousing; operate a computer and related software to create documents and spreadsheets/databases that support achievement of activity

Basic arithmetic computations

General inventory procedures

ABILITY TO:

Maintain a high level of care and thoroughness in handling the details of a task

Complete work assignments despite frequent interruptions

Handle multiple tasks and perform with flexibility and adaptability

Handle administrative details and emergency situations in a calm, tactful and diplomatic manner

Formulate and express ideas clearly and effectively both orally and in writing

Work independently with minimal supervision

Adjust to change or to the emergent demands of the situation quickly and in a positive manner

Show initiative and focus on accomplishments

Perform in physically taxing conditions

Establish and maintain effective working relationships with others

Maintain confidentiality of information

Maintain simple records; file alphabetically and numerically

WORKING CONDITIONS & PHYSICAL ABILITIES:

Warehouse and office setting.

Must be able to hear and speak to exchange information; see to perform assigned duties; stand for extended periods of time; possess dexterity of hands and fingers to operate necessary equipment; kneel, reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; stoop, bend at the waist; move, push objects weighing up to 100 pounds and/or lift heavy objects weighing up to 75 pounds without assistance.

Approved by the Personnel Commission: _____ December 21, 2001

Established: 12/01

Revised: 6/04; 5/13; 02/15