West Valley - Mission
Community College District

Class Specification

Warehouse Services Clerk

Classified Position (Non-Exempt Status)
Classified Operations & Support Services Salary Schedule – Range 55

Definition

To perform a wide variety of general clerical duties in support of shipping and receiving functions and programs to include unloading and inspecting merchandise, maintaining records and inventory, and to pick up, process and deliver mail.

Distinguishing Characteristics

This is the journey level in the single level Warehouse Services Clerk administrative support class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

Supervision Received and Exercised

Receives general supervision from the Supervisor, District Warehouse; and may receive technical and functional oversight from higher level staff.

Examples of Essential Duties

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

- Receive, inspect, and unload incoming merchandise; verify conformance with purchase orders, packing lists, and bills of lading.
- Pick up, sort, process, and deliver external mail received and interoffice mail, including bulk mail and process and package items for mailing and merchandise returns for both college campuses.
- Perform data entry; maintain a variety of databases and compile data for reports.
- Scan and label merchandise received; process asset tag for merchandise over specified value; perform and maintain inventory of larger value merchandise; compiles reports and keeps records of funding for postal accounts and other costs.
- Assist with pickup and inventory of surplus.
- Assist with disposal of surplus by organizing surplus for repurposing within the district, donation, or sale; update inventory records as appropriate.
- Pick up, deliver, and store archived materials.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.

- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Modern office practices, procedures, and equipment.
- Methods and practices of shipping, receiving, and inventory control.
- Computer equipment and software applications related to assignment.
- Safe work practices relative to warehouse operations.
- Postal regulations and policies and postal metering requirements.
- Invoices and purchase orders processing and inventory control and maintenance systems.
- Techniques, methods, and regulations of a variety of mailing services, including processing bulk mail.

Ability to

- Operate and perform routine inspection of a forklift, electric vehicle, and equipment used in warehouse and mailing operations.
- Perform responsible and difficult mailing functions with speed and accuracy.
- Evaluate and assess urgent or difficult situations; obtain assistance from other staff when needed.
- Learn and perform clerical duties required by area of assignment.
- Intermittently, review documents related to department operations; observe, identify and problem solve mailing and warehouse operations and procedures; understand, interpret and explain U.S. mail or department policies and procedures.
- Intermittently, sit in vehicle while delivering mail or stand for long periods of time; bend, squat, climb, kneel and twist while unloading or stocking equipment or materials; make deliveries; perform simple and power grasping, pushing, pulling and fine manipulation; and lift or carry weight of 50 pounds or less.
- Receive, record, verify, and process a variety of documents and data; maintain accurate databases and records.
- Perform basic mathematical calculations.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern mailing equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Two years of responsible shipping and receiving or warehouse experience.

Education

Equivalent to the completion of the twelfth grade.

License and Certificate

May need to possess an appropriate, valid California driver’s license as required by the position.

EEO Category: Service/Maintenance

Approved Date: July 01, 2017