

RANGE N01

**JTC NO. CDB
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Shipping and Receiving, Inventory Clerk I

DATE PREPARED: Summer 2014

DATE REVISED: Spring 2015; Fall 2016

GENERAL SUMMARY:

An entry level position that provides assistance receiving, delivering, transferring and taking inventory of parts, supplies, furniture and processing mail.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Checks materials received for correct quantity, description, specification and condition.

Maintains records of incoming and outgoing shipments.

Assists retrieving records and updates information involving capital equipment transactions.

Assists with the data input as it relates to receiving and shipping.

Decals and assigns identification numbers in order to initiate proper payment process.

Assists in taking physical inventory, transferring excess property, and at times may assist in conducting physical inventory of capital equipment.

Performs related work as required.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, dig, haul, pull, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Educational development which has produced the ability to read, write and apply common sense to carry out oral and/or written instructions.
- Requires valid driver's license.
- Requires the ability to utilize computer technology to retrieve data, maintain records, generate reports and communicate.
- Ability to communicate effectively with various individuals from diverse backgrounds.
- Strong knowledge and experience providing effective customer service.
- *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***