

Tulare County Office of Education

December 1991

DELIVERY/SUPPLY/MAIL CLERKDEFINITION:

Under supervision, receives and distributes freight, acts as the district deliveryman, makes repairs to furniture, building and equipment, and sets up rooms as requested; does related work as required.

DISTINGUISHING CHARACTERISTICS:EXAMPLES OF DUTIES:

Receives, distributes and ships freight;

Meters and processes mail;

Transfers furniture and equipment as requested;

Maintains a record of equipment to be inventoried after checking against invoice and purchase order;

Runs errands as directed from Administration;

Processing, duplicating, splicing and operating of film-paper process equipment;

Microfilm documents;

Picks up and delivers incoming and outgoing interoffice mail; fills requests for supplies from requisitions; delivers supplies, equipment, and audio-visual films and aids; may receive, store, and issue supplies at warehouse in the absence of supervisor;

Develops, implements, and maintains procedures for the operation of the receiving department and warehouse; receives, stores, and issues materials and equipment ordered by the district on purchase orders; inspects stock for conformity to purchase orders and packing lists, and other discrepancies; fills requisitions and shipping orders; makes periodic and annual physical inventories;

Maintains cleanliness of store room; operates pick-up truck and fork lift; performs other related duties as required;

QUALIFICATIONS:Knowledge of:

- .Map reading and following routes;
- .District school locations and delivery points;
- .Handling of supplies and equipment.

Skills to:

- .Maintain a schedule;
- .Follow oral and written instructions;
- .Keep simple records;
- .Lift and move heavy objects.

OTHER CHARACTERISTICS:

Willingness to:

- .work overtime with additional compensation
- .travel locally
- .use own transportation
- .run errands
- .perform routine repetitive tasks to completion
- .attend meetings, classes, conferences, and inservice training
- .assign and review work of other employees, aides, and volunteers
- .work at any employer work location

PHYSICAL CHARACTERISTICS:

- .able to lift up to 40 pounds
- .able to stand for entire work shift
- .able to sit at desk for entire work shift
- .perform physical labor for entire work shift
- .perform repetitive work

EDUCATION:

High School Diploma or G.E.D.

EXPERIENCE:

None required.

LICENSES:

Valid California driver's license.