Tulare County Office of Education

JOB DESCRIPTION

Job Title: Delivery/Supply/Mail Clerk (5556)

Job Summary:

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:

Essential Functions:

- 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 request for supplies and
  requisitions; deliver 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 order; makes periodic and annual physical
  inventories;
- Maintains cleanliness of store room; operates pick-up truck and fork lift; performs other related
duties as required.

Skills, Knowledge and/or Abilities Required:

Skills to:

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

Knowledge of:

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

OTHER CHARACTERISTICS:

Willingness to:

- Work overtime with additional compensation
- Travel locally
- Use own transportation
- Run errands
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- 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

**FLSA Status:** Exempt

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