



Classification Description

Job Title: Receiving & Distribution Clerk I

Pay Grade: 105

Job Code: 3997

FLSA Status: Non-Exempt

Job Purpose

This is routine work in shipping, receiving, and delivering mail and equipment, supplies, and materials used by the College.

General Responsibilities

Essential Functions

Logs in, unpacks and stores books, equipment, goods and supplies. Checks incoming materials against invoices or purchase orders.

Files requisitions, or forwards to proper location.

Inspects goods received for conformance to quantity specifications.

Prepares books, supplies and other material for shipment.

Maintains inventory and stock records and controls as required.

Picks up mail from post office; sorts and delivers to proper department; picks up mail from College offices; operates postage meter machine; delivers outgoing mail to post office.

Maintains records of stamps and other internal records.

Cleans mailroom as necessary; may perform general maintenance and operations work on building automation systems, electrical systems and mechanical equipment.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

RECEIVING AND DISTRIBUTION CLERK I

Knowledge, Skills and Abilities

Minimum Qualifications

High school graduate (or GED) and one (1) year experience in shipping, receiving, mail distribution or a related field.

Knowledge of a wide variety of supplies, materials and equipment involved in mailing; familiar with storeroom methods and procedures.

Possession of a valid Florida driver's license in good standing.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.

RECEIVING AND DISTRIBUTION CLERK I

- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: January 4, 2022. Revised: July 1, 2023.