



NEW: 07/01/2019
Submitted: 05/14/2019

JOB TITLE:	CLERK WAREHOUSE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	ia, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8704
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Performs daily operational office tasks including ordering and receiving

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists with the daily operations of the JCPS warehouses and mail rooms
- Furnishes information to schools and offices concerning logistical support
- Assures correct accountability for all receipts disbursements
- Assists with the JCPS Online Auction operation
- Initiates and maintains records and reports for the buying control area in purchasing unit
- Assists with the clerical needs of the Science Kit Operation
- Assists in record maintenance in conjunction with the scheduling & quality control unit
- Performs all other duties as assigned by the appropriate supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Organized, detailed and capable of multi-tasking.
- Two (2) years' experience with inventory control systems.

DESIRABLE QUALIFICATIONS

- Experience in warehousing and procurement procedures
- Knowledge of computerized inventory control
- Experience in a diverse workplace
- Effective communication skills