

## KERN COMMUNITY COLLEGE DISTRICT

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**CLASS TITLE: RECEIVING CLERK**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, receive, stock, issue and distribute materials and supplies; maintain a variety of records related to assigned activities; receive, sort, route and distribute incoming mail.

**REPRESENTATIVE DUTIES:**

Receive, stock, issue and distribute materials and supplies; check materials against purchase orders and delivery documentation to assure conformity to specifications; verify and inspect shipments for quantity, quality and damage; record receipt of merchandise on purchase order. *E*

Monitor requisitions and issued purchase orders through District computerized data system; file purchase orders; forward purchase orders to appropriate department for partial or full payment; distribute updated District inventory lists. *E*

Unload trucks utilizing a forklift or by hand; maintain a clean, orderly and safe work area; assign and attach inventory tags to merchandise; record pertinent information. *E*

Respond to supply and material delivery problems; identify shipping problems and return goods shipped in error to vendors. *E*

Trace missing items by working with vendors, shippers and customers as required; assure quick and efficient tracking of items. *E*

Communicate with other departments, outside vendors and others to provide and receive information; answer phones; respond to questions and resolve concerns; compose a variety of routine correspondence related to assigned activities. *E*

Receive, sort, route and distribute incoming mail to staff and students. *E*

Operate a District vehicle and various warehouse equipment including a forklift, scale and two-way radio, operate standard office equipment including a computer and specified software. *E*

Train and provide work direction to student workers as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods and practices used in receiving, storing, disbursing and delivering supplies and equipment.

Shipping and receiving procedures.  
Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.  
Operation of equipment and machines used in the receipt, storage and shipping of supplies, materials and equipment.  
Materials and supplies inventory control.  
Proper loading and unloading of delivery trucks.  
Modern office practices, procedures and equipment.  
Proper lifting techniques.  
Basic math.  
Record keeping techniques.  
Health and safety regulations.  
Operation of a computer terminal.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Receive, stock, issue and distribute materials and supplies.  
Perform physical and clerical duties involved in receiving and shipping supplies.  
Operate a forklift and various warehouse machines and equipment.  
Operate standard office machines including a computer terminal.  
Maintain records.  
Observe health and safety regulations.  
Take inventory and maintain accurate control systems.  
Meet schedules and time lines.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Understand and follow oral and written instructions.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of stock or storekeeping experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of, or ability to obtain, a valid California driver's license.  
Possession of, or ability to obtain, Forklift certification.  
Satisfactory completion of pre-employment physical assessment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |
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- |          |    |                                                                                            |
|----------|----|--------------------------------------------------------------------------------------------|
| <u>3</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.      |
| <u>2</u> | b. | Ability to stand for extended periods of time.                                             |
| <u>4</u> | c. | Ability to see for purposes of reading printed matter and operating a vehicle.             |
| <u>2</u> | d. | Ability to hear and understand speech at normal levels.                                    |
| <u>2</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>3</u> | f. | Ability to bend and twist, stoop, kneel, crawl, push and pull.                             |
| <u>1</u> | g. | Ability to lift <u>75</u> lbs.                                                             |
| <u>1</u> | h. | Ability to carry <u>75</u> lbs.                                                            |
| <u>3</u> | i. | Ability to reach in all directions.                                                        |

**HAZARDS:**

Working around machinery having moving parts.

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*