

MAIL & WAREHOUSE ASSISTANT

CLASS SUMMARY

Performs a wide variety of mail services, warehousing and inventory control duties; performs related duties as required.

REPRESENTATIVE DUTIES

Participates in the operation of a central receiving facility, inventory control and mail services. Delivers all materials, supplies, furniture and equipment purchased for various District campuses and locations; makes emergency or special pick-ups and deliveries as required; checks and inspects items for conformity to kind and amount as shown on purchase orders and follows up on late deliveries; operates forklift in loading and unloading of supplies and equipment; operates vehicles in making deliveries on and off campus; documents receipt of shipments to warehouse and routes paperwork to Accounting office; does heavy lifting and manual tasks; may transfer furniture and equipment and make set ups; maintains inventory records on capital items and equipment; maintains accurate files and records; keeps warehousing facilities in neat and clean order; assists in maintaining equipment inventory; assists with mail services; picks up, sorts, processes and distributes all classes of mail; delivers bulk mailings; keeps abreast of postal rates and regulation changes; prepares faculty mailboxes; signs for accountable mail.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Inventory, Delivery & Storage Services Supervisor and assists in the warehouse facility, inventory control and mail services.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and experience equivalent to graduation from high school; work experience in the receiving, storing issuance and delivery of stock; good driving record; and related clerical experience.

Knowledge and Abilities

Knowledge of: safe driving practices and California driving laws; good English grammar and spelling; maintaining files; performing light and heavy manual work involving lifting and climbing.

MAIL & WAREHOUSE ASSISTANT (continued)

Familiarity with: proper methods of shipping and receiving; checking, storing and packing; rules, regulations and policies of postal rates; stock and purchasing office terminology, education policies and organization.

Ability to: pick up and make deliveries in a timely, orderly and accurate manner; follow schedules in a punctual manner; interpret rules and regulations; process mail in an orderly and accurate manner; make mathematical calculations accurately; follow written and oral directions; operate a truck skillfully and safely; learn to operate a forklift; perform heavy manual tasks efficiently and safely; perform general and related clerical duties as required; communicate with staff and personnel effectively; lift up to 70 lbs.; learn to use computer equipment to process inventory and receiving transactions.

Required License: valid California Motor Operator's license with a driving record that meets minimum standards established by the District's insurance carrier.