TITLE: General Support Staff/Receiving and Dispersal Clerk - (Non-exempt)

Collective Bargaining - Eligible

Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

Receiving and Dispersal Clerk is a position within the General Support Staff. Person in this position is associated mainly with the receiving and distribution of mail, supplies, inventory, central stores and other related duties as required. Person in this position takes instruction from the Operations and Customer Service Coordinator in the Physical Plant or any other designated higher Physical Plant Staff member. Person will also assist in maintaining a warehouse facility for janitorial, office and general supplies, office furniture and equipment and assist in conducting a central stores operation with inventory control. Employee must be punctual and dependable.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Picks up, sorts, classifies by department, and delivers all mail for campus offices.
- Keeps purchase orders and inventory records for supplies.
- Receives, mails, and records all packages for private delivery services (UPS, Federal Express, Express Main, etc.)
- Checks in and records all packages and supplies against purchase orders on file.
- Maintains log for student packages received.
- Working knowledge of U.S. Postal regulations.
- Operates a forklift.
- Use of mail machine, electronic scale, logbooks for packages.
- Ability to follow written and oral instruction.
- Ability to read addresses accurately for timely and accurate delivery of mail.
- Possesses very strong skills in math and be able to work with numbers.
- Ability to work under pressure and meet deadlines.
• Ability to communicate with the College community and represent the Physical Plant in a positive manner.
• Possesses a working knowledge of inventory controls.
• Ability to keep accurate records and follow up on shipments.
• Ability to conduct inventory.
• Be well organized and able to prioritize work.
• Ability to work independently without close supervision.
• Requires standing for long periods of time and traveling outside in all types of weather.
• Ability to lift up to at least 70 lb. Boxes.

MINIMUM QUALIFICATIONS:

• Education: High School diploma or GED.
• Experience: In inventory, mailroom, record keeping, shipping or receiving a plus but not required.
• Must possess a valid Maryland driver's license.
• Must have the ability to operate computers and a general knowledge of some software applications.
• Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.