Shipping and Receiving Technician II (0708)

**Basic Purpose/Job Function:** Assists in the shipping, receiving, delivery and storage of various materials following established standards.

**Examples of Titles Replaced:** Chief Postal Clerk, Inventory Clerk, Mail Rate Clerk, Materials Operations Specialist, Receiving and Shipping Clerk, Senior Storekeeper, Textbook Shipping and Receiving Clerk

**Typical Functions May Include:**

1. Receiving, inspecting, recording and logging materials into the inventory
2. Accepting and signing for orders
3. Initiating problem receipt notices
4. Notifying companies of damaged shipments and preparing damage reports
5. Contacting departments regarding shipments requiring special handling
6. Coordinating deliveries with OU Hauling Services including supervising loading of materials on to trucks.
7. Sorting and forwarding deliveries
8. Delivering supplies and/or materials using university vehicles
9. Preparing bills of lading and arranging for pickup of out-going shipments
10. Maintaining filing systems
11. Collecting postage due on letters and parcels
12. Selling stamps, issuing money orders and preparing various postal forms
13. Maintaining student address files and forwarding mail as necessary
14. Making bank deposits
15. Coordinating permit mailings
16. Running errands
17. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** Has no regular supervisory responsibility. May train others in similar positions.

**Supervision Received:** Receives general supervision; is expected to follow standard practices, referring cases outside of standard procedure to supervisor.

**Minimum Qualifications:**

- **Education:** High School diploma or GED
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- **Experience**: 6 – 12 months  
  - **Type**: Shipping and Receiving
- **Skills**: Ability to perform basic math functions; read and understand written or printed materials; use correct grammatical structure and vocabulary
- **Special Requirements**: Bend, stoop, carry, climb ladders/stairs, lift and move 30 or more pounds; regular exposure to temperature changes
- **Licenses**: May require valid driver’s license or other licenses as determined by the nature of the job and/or department.
- **Certifications**: Determined by the nature of the job and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.