Shipping and Receiving Technician I (0707)

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

Examples of Titles Replaced: Assistant Textbook Shipping and Receiving Clerk, Receiving and Mailroom Clerk

Typical Functions May Include:
1. Receiving, inspecting, recording and logging materials into the inventory
2. Checking invoices against shipments
3. Removing or issuing materials from inventory
4. Operating and maintaining standard office machines
5. Assisting with delivery of materials
6. Preparing bulk mailings
7. Assisting with ordering of materials
8. Maintaining computerized records
9. Taking inventory
10. Running errands
11. 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 specific supervision

Minimum Qualifications:

- **Education**: High School diploma or GED
- **Experience**: 0 – 9 months    **Type**: Accounting/Clerical
- **Skills**: Ability to perform basic math functions; word processing
- **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.