

LAREDO COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: CENTRAL RECEIVING STUDENT CLERK **REVISION DATE:** MARCH 1, 2007

PERSONNEL GROUP: TEMPORARY PART -TIME

CLASSIFICATION LEVEL: _____

DEPARTMENT: CENTRAL RECEIVING

BASIC FUNCTION AND RESPONSIBILITY:

The Central Receiving Student Clerk works under the supervision of the Central Receiving Supervisor. Primary responsibilities include receiving and verifying orders with the purchase orders and shipping documents and delivering the orders to the departments. Work requires knowledge of computer operations especially data processing. Another important responsibility of the Central Receiving Student Clerk is to conduct setup functions for events. This function requires good communication coordination with the various college departments on campus.

CHARACTERISTIC DUTIES AND RESPONSIBILITY:

1. Receives shipments including supplies, materials, furniture and equipment. Insures that all shipments are properly counted.
2. Will pulled up purchase orders in a computer terminal, enter quantities received, print a receiving report and forward the information to the accounting department.
3. Deliver shipments to requesting departments.
4. Receives and distributes mail including express mail.
5. Delivers shipments to the requesting departments.
7. Assist in the planning, coordination and setup of important functions for events within the various departments in the college. This requires the assembly and moving of light and heavy furniture and equipment from and to the south campus and or other locations as required.
8. Perform other duties as assigned by Central & Receiving Supervisor.

SUPERVISION RECEIVED: Must work under general supervision, except where standard practice enables the Central Receiving Student Clerk to proceed alone in routine work.

SUPERVISION EXERCISED: None

QUALIFICATION STANDARDS

Education: Must have a high school diploma or equivalent.

Experience: Basic computer experience.

Licenses: Texas Driver License

Other: SPECIFIC KNOWLEDGE AND ABILITIES: Ability to work without more than normal supervision. Must have the ability to work well on its own.

Must have knowledge of basic computer in Windows environment and use a key calculator and copy machine.

Possess good telephone demeanor. Must be able to communicate well with the public.

Good attendance and timeliness.

Must be able to perform simple routine duties; must be able to use a few definite procedures and have individual common judgment.

HUMAN RELATIONS: Must be able to maintain a pleasant and positive work attitude among employees.

PHYSICAL DEMANDS: Walking, standing, lifting, carrying, twisting and bending. Required to lift items weighing 50 pounds. Must have good vision on both eyes with corrective lenses if needed. Must have full use of arms, hands, and legs. Must have good hearing in both ears with a hearing aid if needed.

ENVIRONMENT: Works in a non temperature controlled environment, exposed to all types of weather, noise and vibration, etc.

SKILL TESTS REQUIRED: None

Acknowledgement: The undersigned have jointly read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed and /or implied.

Employee's signature and Date

Supervisor's signature and Date

Printed Name

Printed Name