

LAREDO COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: SHIPPING AND RECEIVING CLERK

REVISION DATE: October 6, 2006

PERSONNEL GROUP: Classified

CLASSIFICATION LEVEL: Grade 14

DEPARTMENT: PHYSICAL PLANT

BASIC FUNCTION AND RESPONSIBILITY:

The Shipping and Receiving Clerk works under the supervision of the Central Receiving Supervisor. Primary responsibilities include receiving and verifying shipments with Purchase Orders and shipping documents, and delivering merchandise to Departments. An important responsibility of the Shipping and Receiving Clerk is to arrange and re-arrange furniture and equipment for LCC functions and events; this function requires good communication and coordination with various College Departments.

CHARACTERISTIC DUTIES AND RESPONSIBILITY:

1. Receives shipments, including supplies, materials, furniture and equipment. Ensures that all shipments are properly counted.
2. Accesses Purchase Orders in a computer terminal, enters quantities received, prints Receiving Reports and forwards the information to the accounting department.
3. Prepares freight claims, damage reports and credit documents and submits them to the proper Departments.
4. Receives and distributes packages delivered by mail carriers, including express mail.
5. Delivers shipments to requesting Departments.
6. Reviews receiving documents, bills of lading, receiving reports, freight bills, damage reports, freight claims, and credit returns for completeness. Submits all pertinent documents to accounting for recording and processing.
7. Maintains copies and keeps accurate records of all blanket purchase orders. Insures that orders purchased under specific blanket purchase order are properly received and added to the appropriate order.
8. Assist in the planning, coordination and setup of functions for events within the various Departments in the college. This requires the assembly and moving of light and heavy furniture and equipment at both campuses and/or other locations as required.



9. Performs other duties as assigned by Central Shipping & Receiving Supervisor, Buildings & Grounds Manager, Physical Plant Director and other supervisors in the chain-of-command.

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

SUPERVISION EXERCISED: May supervise Work-Study Students. Ensures that Work-Study Students follow College, City, State and Federal requirements and standards as required.

QUALIFICATION STANDARDS

Education: High school diploma or equivalent.

Experience: One year experience.

Licenses: Texas Driver's License

Other: SPECIFIC KNOWLEDGE AND ABILITIES: Ability to work without more than normal supervision, and sometimes without supervision. Must have knowledge of computer programs (Microsoft and Excel), be able to type 25 words per minute and use a key calculator and copy machine. Must possess good telephone demeanor and communicate well with co-workers, LCC Departments and the public. Must be dependable and punctual. Must be able to follow definite procedures and use sound judgment and common sense when unsurprised.

HUMAN RELATIONS: Must be able to maintain a pleasant and positive work attitude among co-workers, supervisors and customers.

PHYSICAL DEMANDS: Walking, standing, lifting, carrying, twisting and bending. Must be able to lift and carry items weighing 50 pounds. Must have good vision on both eyes with corrective lenses if needed. Must have full use of both 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, vibration, etc.

SKILL TESTS REQUIRED: Typing test 25 wpm, Word Processing.



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 & Date

Supervisor's Signature & Date

Printed Name

Printed Name

Printed Title

Printed Title

