



Job Description

Job Title: Shipping & Receiving, Inventory Clerk I

JTC: CDB

Salary Range: N01

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

An entry level position that provides conducting tasks such as receiving, delivering, transferring and taking inventory of parts, supplies, furniture and processing mail.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledgeable about inventory control, shipping, receiving, picking, etc.

Ability to utilize computer technology to retrieve data, maintain records, generate reports and communicate.

Able to work closely with clients, coworkers, and management to provide adequate information pertaining to inventory needs.

Ability to multitask and prioritize. Demonstrate strong organizational skills.

Ability to communicate and work professional with co-workers and clients. Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma is required plus one year of experience. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Checks materials received for correct quantity, description, specification and condition.

Maintains records of incoming and outgoing shipments. Sorts mail and prepares it for delivery.



Assists retrieving records and updates information involving capital equipment transactions. Assists with the data input as it relates to receiving and shipping.

Decals and assigns identification numbers in order to initiate proper payment process. Assists in taking physical inventory, transferring excess property, and at times may assist in conducting physical inventory of capital equipment.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.