

MAIL AND STOCK CLERK

DEFINITION:

To receive, sort and distribute incoming and process outgoing mail; to maintain and distribute supplies from the central stores warehouse; to coordinate department's printing with vendors.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Purchasing and Services Manager.

ESSENTIAL DUTIES

1. Picks up, sorts and distributes mail.
2. Processes outgoing mail using postage scale and postage meter machines.
3. Processes supply requisitions; delivers supplies to departments.
4. Receives, verifies and stores incoming supplies and materials.
5. Maintains computerized storeroom inventory control and assures appropriate levels of inventory by ordering supplies as needed.
6. Prepares monthly reports of supplies distributed to department and of postage used by enterprise funded programs.
7. Logs and delivers mail by courier and other overnight mail delivery services.
8. Maintains and cleans stock room as necessary.

OTHER JOB RELATED DUTIES

9. Coordinates departments' printing orders with printing contractors including the processing of payment.
10. May design City forms using desktop publishing software.
11. Ships materials via commercial carrier.
12. Performs other duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Postal regulations, parcel post and other shipping methods.
- B. Inventory control methods and procedures.
- C. Basic mathematics.
- D. Computerized inventory systems.
- E. General printing processes.

Ability to:

- F. Quickly and accurately sort mail by department and by name within department.
- G. Maintain accurate records related to inventory and distribution of materials.
- H. Receive, store and deliver supplies.
- I. Work independently with only general supervision.
- J. Establish and maintain effective working relationships at all levels.
- K. Ability to identify creative solutions to departmental requests and printing needs.
- L. Provide excellent customer service.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of stock or storekeeping including responsibility for record keeping and inventory control.

Training:

Equivalent to completion of twelfth grade.

License:

Possession of, or ability to obtain, a valid Class C California driver's license.

Special Requirements: Essential duties require the following physical abilities and work environment: sitting, standing and walking in a general office and stores environment; lifting up to 65 pounds to deliver and store supplies; crouching, squatting, stooping and twisting of upper body for extended periods of time; data input and reading from computer screens; driving a car.

PROBATIONARY PERIOD: Six months

0112CS94

May 1994

AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-exempt