

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 1996**

WAREHOUSE CLERK I

FLSA STATUS: NON-EXEMPT – PAY GRADE: 5 - C

GENERAL STATEMENT OF JOB

Employees in this category assists in inventory and property control, shipping and receiving and delivering materials. The employees file reports, trace outstanding orders, send out packages and assist in mailroom duties.

CHARATERISTIC DUTIES AND RESPONSIBILITIES

Performs inventory and property control duties; trace outstanding orders.

Delivers incoming items and supplies.

Weighs, measures, obtains vouchers and money and copies receipts.

Delivers papers to copy machines and takes copy machine readings.

Assists with mailroom duties.

Prepares required paperwork.

Performs related duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising manager or administrator.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Requires high school diploma or high school equivalency supplemented by some warehouse experience.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both.

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Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of logs, statements, etc. Requires the ability to prepare logs, reports, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize basic mathematical skills; to add and subtract totals and to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using material handling equipment.

Manual Dexterity: Requires the ability to handle a variety of items, material handling equipment and delivery trucks, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Some tasks may require exposure to extreme heat/cold or extreme weather conditions.