

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2021**

CENTRAL SERVICES CLERK

FLSA STATUS: NON-EXEMPT - PAY GRADE: 6 – C

JOB FAMILY: CAMPUS SERVICES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Central Services Clerk assists with the receiving, storage, control, and distribution of materials and surplus auction activities in Central Services. An employee in this position performs administrative and operational duties related to P-Card accounts, the fuel card program, key business account vendors, the Central Mailroom daily operations, the AO Print Shop and the Surplus Warehouse. This position works closely with the Central Services Coordinator to update Central Services related policies and procedures.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Conducts administrative duties; such as, manage departmental purchase orders and invoices, maintain business accounts, update property system, run and analyze reports, maintain mailroom and vehicle logs and records, compile and maintain statistical data as required; electronically file and organize required support documentation and answer phone and email inquiries.

Process print requests and operate copiers and binding equipment to complete requests in specified time frame.

Maintain a current knowledge of U.S. postal regulations. Operate postage meter(s), mail folding and inserting machines, and routine office equipment and perform routine maintenance on mail folding and inserting machines.

Assist with mail room operations, performing such tasks as receiving, delivering and sorting campus, courier or priority mail and U.S. mail, weighing, applying postage and assess best method for sending out courier packages. Sort and weigh outgoing U.S. mail, and affixes appropriate postage using a postage meter. Monitor postage meters, and download postage onto the meter for replenishment of postage and perform bulk mailings and mass distributions.

Pick up surplus property from all campuses and delivers to surplus warehouse; tags and inputs surplus property into surplus Inventory for property control; organizes surplus inventory to sell as surplus auction; assist in tagging and preparing for surplus property sales.

Operate forklifts, pallet jacks, various College trucks and vans for deliveries and pick-ups of surplus and U.S. Post Office mail. Secures College vehicles.

Assists with College archived record retention and disposal; assists as needed with the transportation of College records to archives for storage.

Conduct annual property inventory of surplus assets awaiting disposition.

Provides assistance and/or coverage to other central services employees, as needed.

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MINIMUM QUALIFICATIONS:

A high school diploma or high school equivalency degree supplemented by a minimum of two (2) years of related experience.

Requires a valid driver's license and driving eligibility past driver's record meet and maintain to be in accordance with College APM 06-1005 "Operation of College Vehicle" requirements.

PREFERRED QUALIFICATIONS:

Requires a current forklift operator certification.

SUPERVISION RECEIVED

Supervision is received from the Central Services Coordinator.

SUPERVISION EXERCISED

Employee may not act in a lead capacity.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Must be able to exert twenty to fifty (20-50) pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Tasks require frequent bending, stopping, crouching, and/or reaching. Physical demands are in excess of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

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

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

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

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

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

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Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

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

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 05/00, revised 04/15; 9/21