

Classification and Qualification



STANDARDS

The California State University System

Shipping and Receiving Assistant I

Class Code 1502

Date Established 1-31-69

Date Revised 1-1-78

Occupation Index Reference H-8

DEFINITION:

Under general supervision, the incumbent is in charge of the shipping and receiving operations involving the receipt, storage and issuance of a variety of supplies, material, and equipment; may supervise a small number (3-5) of subordinate employees in the performance of warehousing, stock clerk, or property inventory functions.

Examples of Typical Activities:

The work is performed within general instructions and the supplies, material, and equipment dealt with require moderately complex storekeeping practices of receiving, storing, and issuing. The incumbents of positions in this class have the responsibility and the authority to make decisions on such matters as obvious discrepancies in orders received, damaged items, or easily identifiable and unacceptable substitutions of items. Matters requiring more discretion or judgment or requiring higher level technical knowledges are generally referred to the supervisor for his advice and assistance. Personal contacts are maintained with suppliers on matters involving filling back orders or expediting the delivery of items on special order and with members of the faculty and the administrative staff on such matters as stock on hand, anticipated delivery dates, or appropriate substitutions. Stock records are maintained and standard items are reordered when predetermined levels are reached. Typically, a shipping and receiving operation of this general scope and complexity will involve storage space of between 1,500 and 2,500 square feet, an average monthly inventory of between \$50,000 and \$200,000, and an average monthly issuance of between \$15,000 and \$50,000.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

General knowledge of storekeeping methods and practices including packing and shipping a wide variety of commodities.

Ability to keep receiving, shipping and inventory records; ability to rapidly learn and apply CSUC procurement practices, procedures and materials specifications; ability to plan and supervise the work of others; ability to forecast supply needs of routine items; ability to prepare simple reports; ability to read and write at a level appropriate to the duties of the position; ability to make arithmetic computations; ability to establish and maintain cooperative working relationships with suppliers, CSUC employees and others.

and

Experience:

Two years of experience in a storeroom or warehouse in the performance of work involving the receipt, storage, and issuance of a variety of supplies, material, and equipment.

Prospective applicants who have not had the experience listed may be considered eligible based on other evidence of meeting the above minimum qualifications.

Work Week Group: 1
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic