

**LIBERTY UNION HIGH SCHOOL DISTRICT**  
**SUPPLY/INVENTORY CLERK**

**DEFINITION**

Under general supervision, to perform a wide variety of clerical tasks as well as coordinate and participate in the receiving, storing, maintenance of inventory and accompanying records for warehouse operations and coordinate in the delivery of District materials, supplies, equipment, and mail.

**EXAMPLES OF DUTIES**

Performs a wide variety of clerical work including maintain storage/warehouse facilities in a clean, safe, secure and orderly condition; coordinate the receiving and distribution of material, equipment and supplies into and out of the District warehouse; plan and organize day-to-day operations of District warehouse; establish and maintain records of requisitions, shipping invoices, running inventories, deliveries, etc.; inspect incoming stock for conformity to purchase orders and packing lists, reporting discrepancies, repacking and shipping back to suppliers as necessary; receive, mark, and store items, determine items to be inventoried, and record this process; prepare reports and assist the Purchasing Agent with various activities as they relate to warehousing and inventories; assist with loading and unloading trucks; perform all other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Methods used in receiving, inventorying, storing, issuing, and keeping records of supplies and equipment;  
Warehouse procedures;  
Understand the use and meaning of requisitions, purchase orders, invoices and delivery slips;  
Proficient skill in various computer programs;  
Modern office methods, practices and procedures;  
Correct English usage, spelling, grammar and punctuation;  
Standard office machines (i.e., calculator, computer and copy machines);

**Ability to:**

Read and write at a level sufficient to perform required duties;  
Prioritize projects and deadlines;  
Understand and carry out oral and written instructions;  
Establish and maintain accurate records and prepare reports;  
Perform arithmetical calculations accurately;  
Operate a variety of machines and equipment including, forklift, hand-trucks, furniture dollies, platform dollies, pallet jack, duplicating machine;  
Establish and maintain effective work relationships with those contacted in the performance of required duties.

**Physical Demands:**

Ability to exert up to 70 pounds of force to lift, carry, push, pull, or otherwise move objects. This type of work requires occasional or frequent standing, walking, sitting, bending, twisting, reaching climbing and kneeling for extended periods of time. Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate mechanical equipment, drive a motor vehicle, and move about the work area. Tolerate exposure to temperature extremes.

**Experience:**

One year related experience in shipping and receiving, warehousing, and utilizing a variety of computer operations.

**Education:**

Equivalent to graduation from high school.

**Other:**

Must pass and maintain satisfactory results of the Post Offer, Pre-Placement Physical Evaluation Program (PEP). This physical strength test demonstrates a minimum level of strength to perform the essential functions of the job.