



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Clerk III (Science Center Clerk)**

Position Type: Classified	Department: Materials Distribution Center
Salary Schedule: Classified	Reports to: MDC Coordinator
Salary Range: 20	
Term of Employment: 12 months	Date: August 30, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists in safeguarding the District's investment in material through efficient and effective warehousing practice.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Responsible for all Science Center email correspondence.
- Orders supplies.
- Maintains inventory of science kits and re-supplies stock.
- Schedules kits for all rotations and use.
- Coordinates the delivery and pick up of science kits with schools.
- Coordinates the refurbishment of all kits.
- Coordinates live specimen needs with teachers or schools or other supply houses.
- Communicates with teachers regarding problems, questions, incomplete returned kits, help, monitoring use, etc.
- Maintains an open and productive communication with the Science Curriculum Specialist.
- Inspects and receives shipments at dock. Verifies contents of shipments received and compares with packing slip for completeness and accuracy. Signs receipts for items received.

- Manually lifts and loads crates and boxes to and from trucks and dock using electric pallet jack or forklift.
- Loads and unloads delivery truck used to deliver food and supplies to the schools.
- Counts warehouse inventory under specific instructions on a cyclical and yearly basis. On a cyclical basis counts specific high cost items, noting and recording findings.
- Moves and stores warehouse stock either manually, wheeled carts, pallet jacks or fork-lift and places in the assigned location.
- Disposes of broken, damaged or spoiled stock in the warehouse according to established procedures and supervisor direction.
- Corrects inventory records when errors are discovered; notifies appropriate personnel as required.
- Repacks quantity items and properly identifies for use. Breaks down large number items into smaller units, replaces in proper location.
- Confers with superior, presenting and resolving difficult problems or questions, discussing plans, actions to be taken, and making decisions.
- Attends staff meetings of work unit; gives and receives information helpful in work unit operation.
- Assists with receiving and checking in orders.
- Picks up and delivers district mail run
- Delivers Board packet if necessary.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.
- Work experience in office records and communications desirable.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste and smell.
- Must occasionally lift and/or move up to 70 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate
- Works near moving mechanical parts and in high, precarious places.
- Occasionally exposed to wet and/or humid conditions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.