

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Warehouse Records Clerk	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0598	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Distribution Services	<b>SALARY:</b>	Range 41 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	08-06-75
		<b>HR REVISION:</b>	04-26-12

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**BASIC FUNCTION:**

Perform routine, complex warehouse clerical duties; issue warehouse stock, maintain all inventory records, and maintain all purchase order receipts and records.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Access approved warehouse requisitions for processing, check for correct budget code for various stock, and issue requisitions; issue and cancel all back-orders. **E**

Data input serial numbers, barcode numbers, and warranty information related to fixed asset data, including all items purchased valued over a specified amount. **E**

Prepare receipts on purchase orders for all buy-out items received in central receiving section of the warehouse; add change notices to all canceled or discontinued items as per packing list. **E**

Attach proof of delivery to proper purchase orders and check for discrepancies; maintain delivery records including the number of packages and signature. **E**

Operate a computer to input, output, update, and access a variety of records and information; maintain records and generate records, reports, lists, and summaries; operate standard office equipment. **E**

Bill sites UPS charges or packages returned from the district warehouse site. **E**

Make inventory adjustments, and check for discrepancies between actual inventory and inventory in district system. **E**

Input warehouse orders for other district-related organizations; print, run back-orders, and sort warehouse requisitions; and set up all deliveries to the warehouse. **E**

Perform a variety of clerical duties in support of the warehouse, such as typing, duplicating, filing, and answering the telephone; file all warehouse stores requisitions; lift light objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and three years of clerical or warehouse experience.

**LICENSES AND OTHER REQUIREMENTS:**

Overall scores in computer software testing program preferred as follows:

- Keyboarding.....45 Correct WPM
- Word.....70% Overall Score
- Excel.....70% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Warehouse inventory systems for stock control.
- District policies and procedures related to assigned function.
- Current office practices, procedures, and equipment.
- Record-keeping techniques.
- Operation of a computer, related software, and standard office equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Health and safety regulations.

**ABILITY TO:**

- Perform the basic function of the position.
- Maintain records and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Lift light objects according to safety regulations.
- Operate a computer, related software, and standard office equipment.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office and warehouse environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

**APPROVALS:**

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Jess Serna, Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date