

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: STEM and Local Assessment Warehouse Clerk

DEPARTMENT/DIVISION: PreK-12 STEM Curriculum and Local Assessment/Ed. Services

POSITION SUMMARY:

Under direct supervision of the Director of STEM Curriculum and Local Assessment to perform routine clerical and technical work connected with the ordering, receiving, processing, distributing, storing and inventorying of STEM materials; pickup and delivery of STEM materials and equipment; supporting the organization, registration, and promotion of STEM events; providing technical support for teachers in the use of local assessment software platforms.

ESSENTIAL FUNCTIONS:

1. Assists with the acquisition, processing, circulation, distribution, and inventory of STEM materials.
2. Picks up and delivers STEM materials, supplies and equipment.
3. Assists in palletizing materials for delivery to school sites.
4. Performs a wide variety of clerical functions, including preparation of records, purchase requisitions, communications, maintaining files, operating office equipment, and using general and specialized software.
5. Receives and fills phone orders.
6. Maintains files and assists with other clerical work.
7. May work at school sites when required.
8. Assists in the organization, registration, and promotion of STEM events.
9. Provides user account support for teachers who use local assessment platforms.
10. Operates office equipment and keeps records as directed.
11. Maintains regular and prompt attendance in the workplace.
12. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Two years experience in computer usage clerical processes and working with the public required. Must possess a valid California driver's license. Must pass District required testing.

SKILLS AND QUALIFICATIONS:

1. Knowledge of English usage, grammar, spelling, punctuation, vocabulary, and arithmetic.
2. Knowledge of basic computer skills including, but not limited to Microsoft Word and Excel.
3. Ability to operate standard office equipment.
4. Ability to type at a speed of 40 words a minute from clear copy.
5. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.

2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk and bend over.
7. Reach overhead grasp, push/pull.
8. Lift and/or carry up to 40 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office or warehouse environment and come in direct contact with district/school staff and the public.

SALARY: Classified Range 31

Board Approved: 9/13/22