

JOB DESCRIPTION
San Diego County Office of Education

OPERATIONS DISTRIBUTION WORKER, JCCS

Purpose Statement:

Under limited supervision, the Operations Distribution Worker, JCCS performs a variety of duties related to receipt, storage, inventory control, distribution, and delivery of mail, warehoused materials, supplies, and equipment for the Juvenile Court and Community Schools program, prepares mail and packages for delivery, tracks packages via Internet, inputs data for billing, purchasing, accounting and inventory control purposes; and prepares, delivers, assembles, and makes minor repairs and adjustments to deliveries.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Receives, shelves, stores, accounts for, delivers, and assembles JCCS general warehouse materials, supplies and equipment.
- Selects appropriate transportation carrier for delivery.
- Packages, prepares, and processes shipments using selected carrier's requirements and specialized software.
- Ensures accurate recordkeeping in the inventorying of JCCS warehouse supplies and materials.
- Checks stock levels of warehouse items, records totals, and replenishes as needed by obtaining pricing information from vendors and preparing and processing purchase requisitions.
- Uses computer software to take inventory daily/weekly
- Operates a computer to post input information to purchase orders and accounts.
- Processes electronic purchase requisitions for the JCCS program using a computer-based system.

- Process and receive invoices from various vendor using computer software.
- Maintains accounting and inventory records, lists and other information.
- Sorts and prepares outgoing mail for delivery to County school districts
- Sorts incoming mail, other written communications, packages or shipments and direct to proper locations.
- Delivers mail, parcels, packages and warehouse items to JCCS school sites, and offsite locations on a regular basis as scheduled.
- Make special deliveries and pick-ups as required.
- Lead, train, and instruct Student Workers and Limited Term Employees
- Monitor open purchasing orders balance for various vendors.
- Delivers, sets up and prepares equipment for operation.
- Retrieves and stores equipment after use as required.
- Moves, assembles and disassembles office furniture as needed.
- Delivers, set ups and prepares audiovisual equipment for operation.
- Retrieves and stores equipment after use as required.
- Maintains warehouse in a safe and clean environment, according to SDCOE safety standards.

Other Functions:

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Organizational techniques and procedures for receiving, shipping, inventory system and delivery of stock items;

Basic mail and postage terminology, regulations, and procedures;

Tracking orders using an online computer system;

The methods and practices of storing, handling and shipping supplies and equipment;

Warehouse safety and security practices and procedures.

ABILITY TO:

Follow oral and written instructions;

Quickly learn to operate forklift, pallet truck, shredder, vans, heavy trucks, mailing machinery and other related equipment;

Quickly learn the setup, operation and maintenance of audiovisual equipment;

Read and compare names and numbers quickly and accurately;

Operate a computer and learn to use specialized software for assigned duties;

Manage data using spreadsheet software;

Maintain mail accounts, destination log and file, and other records and files;
Work safely according to established practices and procedures;
Establish and maintain effective and cooperative working relationships with co-workers, other departments, outside agencies and the general public;
Perform simple arithmetic computations;
Type forms, cards and labels;
Post numbers to records, CRT's and files;
Work effectively independently and as part of a team with minimum supervision;
Organize and prioritize work;
Exercise appropriate judgment in making decisions;
Maintain confidentiality of information;
Demonstrate attendance sufficient to complete the duties of the position as required;
Complete routine tasks thoroughly, accurately and with attention to detail.

Working Environment:

ENVIRONMENT:

Duties are typically performed in a warehouse, juvenile detention facility, or school site setting. This position requires travel by car or SDCOE fleet vehicle to school district and locations around San Diego County. May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to: see to read, drive and perform assigned duties; hear and speak to exchange information in person, on the telephone and via two-way radio; kneel, bend at the waist, reach overhead, above the shoulders and horizontally, to retrieve and store supplies, materials and equipment; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate equipment. Positions in this classification will be required to lift objects without assistance weighing up to 50 pounds and push objects weighing up to 50 pounds - incumbents must be willing and able to do both. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Experience: Three (3) years of experience maintaining computerized inventory records and managing assets in a warehouse or stock room.

Education: High school diploma or equivalent document.

Equivalency: A combination of training and experience equivalent to a high school diploma or equivalent document and three (3) years of experience maintaining computerized inventory records and managing assets in a warehouse or stock room.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background
Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 048

Personnel Commission Approved: June 20, 2024