San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	PRIM Inventory Supply Clerk	**Exemption Status:**	Non-exempt
Reports to:	Director of Purchasing	**Pay Grade:**	03
Works With:	District Personnel	**Days:**	226
Dept./School:	PRIM Department	**Date Revised:**	08/05/2020

Primary Purpose:

To assist in the general PRIM duties and practices of the PRIM department. This position will work under the procedures of the established functions of PRIM and coordinates the warehouse supplies.

Prerequisites:

- High School Diploma or GED

Special Knowledge/Skills:

- Proficient in Microsoft and Excel
- Word processor and computer experience
- Basic driving skills with clean driving record
- Knowledge of operation and repair of audio-visual equipment

Major Responsibilities and Duties:

1. Keep records and inventory on supplies in the PRIM warehouses.
2. Assist in receiving and delivery of capital outlay and inventory supplies.
3. Assist in the mail route procedures if needed.
4. Assists in receiving, delivery and stocking of PRIM warehouse stock supplies and other items.
5. Assist in the repair of audio-visual machines.
6. Perform other related duties as assigned.
7. Assist in transfers, entering, locating and listing of fixed assets for the District.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (more than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____