Job Description

Marin County Office of Education

Office Assistant - Warehouse

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:
At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Office Assistant - Warehouse is done for the purpose/s of providing support to warehouse operations; ensuring schools receive timely deliveries; arranging set-up for meeting and conference rooms; and supporting the operation of Marin County Office of Education.

This Job reports to Assigned Supervisor

Essential Functions

- Assists with a variety of general building needs (e.g. moving equipment, restock paper supplies, restock breakroom supplies, report maintenance needs, etc.) for the purpose of ensuring daily operational needs are met.
- Loads and unloads delivery vehicles for the purpose of ensuring items and supplies are properly secured and delivered to designated sites.
- Maintains an organized work environment (e.g. equipment/tools, mail room/work areas, etc.) for the purpose of ensuring the availability of items for the safe, timely, and efficient completion of work assignments.
- Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
- Monitors postage meter and bulk mailing balances and stamp inventory for the purpose of ensuring sufficient funds and availability of adequate supplies.
- Preforms daily operational procedures (e.g. raise/lower flag, unlock/lock doors, disarms/sets alarm, etc.) for the purpose of ensuring building is ready and secure for daily operation.
- Prepares meeting rooms (e.g. seating, equipment, etc.) for the purpose of ensuring areas are ready to host scheduled event.
- Processes and transports mail (e.g. bulk mail, special deliveries, site-to-site mailings, etc.) for the purpose of ensuring proper postage is affixed, expenses are allocated to appropriate departments, and postal regulations are followed.
- Transports a variety of items for the purpose of delivering materials to the appropriate parties.

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

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: using

materials-handling equipment; and, adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safe work practices and procedures; including the use, storage, and care of cleaning materials and disinfectants, safe handling and disposal of contaminated materials, HAZMAT disposal; and proper lifting and moving of heavy objects.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; communicating with persons of diverse backgrounds; operating vehicles safely; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, (e.g. up to 60 pounds, etc.) some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, 15% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: .

Education: No specific education level is required.

Education (Preferred): High school diploma or equivalent

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment

Continuing Educ. / Training

Mandated Reporter Training

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date