

# Classification and Qualification STANDARDS

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## Shipping and Receiving Assistant I

*Class Code: 1502  
Date Revised: 01-01-1978  
FLSA: Non-Exempt*

*Classification Standard Reformatted: 06-01-2013*

### **OVERVIEW:**

Under general supervision, the Shipping and Receiving Assistant I is in charge of the shipping and receiving operations involving the receipt, storage, and issuance of a variety of supplies, material, and equipment and may lead a small number (3-5) of subordinate employees in the performance of warehousing, stock clerk, or property inventory functions.

### **TYPICAL ACTIVITIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Shipping and Receiving Assistant I's typically perform work involving some or all of the following duties: perform work within general instructions and the supplies, material, and equipment dealt with require moderately complex storekeeping practices of receiving, storing, and issuing. Incumbents have the responsibility and the authority to make decisions on such matters as obvious discrepancies in orders received, damaged items, or easily identifiable and unacceptable substitutions of items. Matters requiring more discretion or judgment or requiring higher level technical knowledges are generally referred to the supervisor for advice and assistance. Personal contacts are maintained with suppliers on matters involving filling back orders or expediting the delivery of items on special order and with members of the faculty and the administrative staff on such matters as stock on hand, anticipated delivery dates, or appropriate substitutions. Stock records are maintained and standard items are reordered when predetermined levels are reached. Typically, a shipping and receiving operation of this general scope and complexity will involve storage space of between 1,500 and 2,500 square feet.

### **MINIMUM QUALIFICATIONS:**

#### ***Knowledge and Abilities:***

General knowledge of storekeeping methods and practices including packing and shipping a wide variety of commodities.

Ability to keep receiving, shipping and inventory records; rapidly learn and apply CSU procurement practices, procedures and materials specifications; plan and oversee the work of others; forecast supply needs of routine items; prepare simple reports; read and write at a level appropriate to the duties of the position; make mathematical calculations; and, establish and maintain cooperative working relationships with suppliers, CSU employees and others.

#### ***Experience:***

Two years of experience in a storeroom or warehouse in the performance of work involving the receipt, storage, and issuance of a variety of supplies, material, and equipment.

Prospective applicants who have not had the experience listed may be considered eligible based on other evidence of meeting the minimum qualifications.