



DATE ISSUED: 10/08
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

General Services Clerk

JOB SUMMARY

Performs basic clerical and manual work in the shipment, receipt, and delivery of University property and materials; and inventory of property. Work is performed under supervision of the Assistant Director of Resource Planning and Assets and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director, Resource Planning and Assets

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

Receives and signs for incoming shipments; checking the bill of lading against the packing list.
Verifies or tracks identifying numbers through the use of a basic mainframe computer program.
Tags property for identification.
Operates a fork lift, pallet jack and delivery truck.
Reports damaged items or shortages to the supervisor.
Delivers equipment and materials to appropriate departments.
Conducts physical inventory of property.
Prepares surplus inventory for sales.
Observes prescribed work and safety rules and maintains a clean work environment.
Prepares materials and related records for United Parcel Service shipment

ADDITIONAL DUTIES

Assists in moving furniture and heavy equipment.
Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

One year of general warehouse and/or job related work experience. Some office/records experience preferred.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the university.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; clean; crawl; kneel; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; sit; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; climb stairs or ladders and scaffolding; talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Hands, body, and mind dexterity required. May move heavy equipment and boxes. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. Work is performed in a warehouse environment. Exposed to any number of elements and may be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.