

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: General Services Worker

DEFINITION

Under direction performs routine tasks in the receipt, inventory, storage and delivery of warehouse items; prepares and processes County Office mail; delivers and sets-up equipment/furniture; maintains an orderly and safe work environment; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Coordinator, Support Operations

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Receiving/Inventory

Receives, unloads and checks all goods delivered to the County Office; checks invoices, packing slips, or receiving documents comparing them with purchase orders for correct quantity, quality, and item; marks packages with name and department of order origination; documents damaged items received and notifies Senior General Services Worker of problem; on a continual basis, performs all activities necessary relating to the inventory of County Office fixed assets; applies inventory tags to all equipment/furniture; assists in monitoring inventory relocation as it relates to moves; assists in maintaining records for fixed assets; assists in coordinating the repair of equipment; may assist in preparing reports and keeping statistical records.

Shipping and Handling

Receives and distributes incoming Parcel Post, United States, and school districts' mail; sorts mail and places in appropriate pickup/delivery areas; utilizes school directories to forward mail as needed; prepares and processes all outgoing mail including sorting, weighing, stamping, bundling and preparing certified or registered mail; calculates postage charges or imprints mail with postage meter; follows U. S. Postal Services and Parcel Post rules and regulations; prepares and processes all Parcel Post shipments including packaging, weighing, calculating and reporting monthly charges by departments; assists in maintaining Parcel Post records.

Delivery/Setup

Operates delivery vehicles; assists in scheduling of deliveries; makes deliveries to appropriate sites as assigned; may load and unload vehicles utilizing a forklift; performs courier service between County Office sites, school districts, vendors, and County, State and Federal agencies; packs, unpacks, assembles, moves and arranges furniture/equipment following service request specifications as requested, including meeting room arrangements and conference room set-up and break-down; replaces water bottles, paper products, and light bulbs as needed.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described, including responsible job related experience.

Knowledge, Skills, and Abilities

Knowledge of general warehouse terminology; knowledge of safe driving practices; knowledge of inventory methods; ability to interpret and apply Parcel Post and U.S. Postal Service rules and regulations; ability to learn and become proficient in operating equipment including postage machine and forklift; ability to operate pallet truck, and delivery vehicles; ability to follow oral and written instructions; ability to maintain records; ability to perform basic math (add, subtract, multiply, and divide); basic computer skills; ability to prioritize work; ability to maintain cooperative working relationships with all persons contacted during the course of work.

Other Characteristics

Possession of a valid California driver's license and evidence of a safe driving record within the last three years required. (DMV printout acceptable)

Revision approved by Personnel Commission 9/13/05

Approved by Personnel Commission 8/17/99

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