



## PERSONNEL COMMISSION

**Class Code: 3353**  
**Salary Range: 16 (C1)**

### INSTRUCTIONAL WAREHOUSE ASSISTANT

#### JOB SUMMARY

Under the direction of an assigned supervisor, perform a variety of duties related to the receipt, processing, storage and distribution of books, examinations and instructional and media materials to District sites; prepare books, examinations and instructional and media materials for delivery; prepare and maintain records and lists related to assigned activities; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Perform a variety of duties related to the receipt, processing, storage and distribution of books, examinations and instructional and media materials to District sites. **E**
- Prepare books, examinations and instructional and media materials for delivery according to established procedures; pull items and materials from stock; schedule delivery and pickup of materials to sites; drive a vehicle to transport materials to various District locations as needed. **E**
- Authorize and receive vendor shipments from District central warehouse personnel; inspect shipments received for damages and proper count; match packing slips, bills of lading against items received and the purchase order; identify and report shortages, damaged goods and other discrepancies; notify vendors or appropriate personnel of discrepancies and arrange for return of damaged items. **E**
- Sort and process incoming books, examinations and instructional and media materials; shelf and store items received; plan storage area locations and utilize shelf space efficiently and effectively; update assigned databases. **E**
- Receive and process purchase orders and special requests from school sites; check inventory levels and report shortages to appropriate personnel; prepare and mark materials for delivery; generate shipping lists and labels; assemble and package orders for delivery. **E**
- Perform routine repairs to books; repair spine repairs and page tears, loose pages and tighten hinges; discard damaged books and materials and update computerized records. **E**
- Prepare, maintain and distribute records and lists related to assigned activities such as inventory, library book review lists and Machine-Readable Cataloging Records (MARC). **E**

- Perform a variety of clerical support duties; answer telephones; greet and assist visitors; type, file and duplicate materials; receive, open and distribute office mail; compose correspondence. ***E***
- Communicate with District staff and outside organizations concerning purchase orders, stock on hand, back orders, shipment discrepancies and damage or storage of books and materials. ***E***
- Operate a variety of office and warehouse equipment including a copier, typewriter, pallet jack, dolly, forklift, fax machine and a computer and assigned software. ***E***
- Maintain assigned instructional warehouse storage area in a clean, safe and orderly condition. ***E***
- Participate in the preparation of District bulk mailings. ***E***
- Assist in periodic or special inventories as assigned. ***E***
- Provide work direction to temporary staff as necessary. ***E***

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

An Instructional Warehouse Assistant receives, verifies and prepares books, examinations and related instructional and media materials for shipment to District sites. Incumbents work within the Research, Planning and Evaluation, Library Services or Textbook storage areas of the District Warehouse. Incumbents do not have responsibility for the full scope of journey-level warehouse work as performed by District central warehouse classifications. An incumbent works with District central warehouse personnel to accomplish the work and may operate a variety of warehouse equipment such as a pallet jack or forklift to move large quantities of boxed books and instructional materials.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Modern office practices, procedures and equipment.

Basic methods, practices and terminology used in warehouse operations.

Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.

Proper methods of storing equipment, materials and supplies.

Space utilization and inventory techniques.

Shipping and receiving procedures.

Record-keeping techniques.

Alpha and numeric filing systems.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Operation of a computer and assigned software.

Telephone techniques and etiquette.

Operation of office and warehouse equipment.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.  
Health and safety regulations.  
Basic math.

**Ability to:**

Perform a variety of duties related to the receipt, processing, storage and distribution of books, examinations and instructional and media materials to District sites.  
Receive, store, ship and deliver books, examinations and instructional and media materials to various locations.  
Operate a variety of office and warehouse equipment including a copier, typewriter, pallet jack, dolly and a computer and assigned software.  
Learn to operate a forklift as assigned by the position.  
Utilize space efficiently and effectively.  
Maintain records and lists related to inventory and work performed.  
Observe health and safety regulations.  
Understand and follow oral and written instructions.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Prioritize and schedule work.  
Add, subtract, multiply and divide quickly and accurately.  
Meet schedules and time lines.

**Education and Training:**

Graduation from high school.

**Experience:**

One year of clerical work involving the receipt, issuance, documentation, and storage of supplies and equipment. Experience working with books or testing materials is preferred.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and possession of a valid California driver's license.

Some positions in this classification may require forklift certification within six months of employment.

*SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:*

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**WORKING ENVIRONMENT**

Office and warehouse environment.  
Driving a vehicle to conduct work.  
Exposure to dust and fumes.  
Working around and with machinery having moving parts.  
Climbing ladders and working at heights.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and warehouse equipment.  
Hearing and speaking to exchange information in person and on the telephone.  
Walking, sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Lifting, carrying, pushing and pulling heavy objects, book carts and boxes weighing approximately 40 pounds and with assistance up to approximately 50 pounds.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling and crouching.  
Climbing ladders to reach textbooks and instructional materials.  
Heavy physical labor.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.