



EXPEDITOR/CLERK

FC: UA100
PG: CLK IV

PC: 031
BU: 02

October 2001

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, provides difficult and complex clerical and inventory control support to the component repair function; and performs related work as assigned.

CLASS CHARACTERISTICS

This is a specialist clerical class in the Repair Shops, Automatic Fare Collection Maintenance and/or Systems Maintenance Divisions which requires both clerical skills to document and track the repair status of varied electronic, electrical and electro-mechanical components and skill in operating materials handling equipment to move such components to appropriate work and storage areas throughout the District. This class is distinguished from the general clerical classes in that the operation of a forklift and other materials handling equipment is required.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Ensures that components received for in-house repair are accompanied by the proper documentation.
2. Completes necessary forms and/or logs and routes them to the proper repair area or work_location.
3. Ensures that repaired equipment, parts, supplies and components being returned to active use have been inspected and have the proper documentation for tracking and reporting purposes.
4. Initiates warranty return and repair procedures, completing the appropriate forms and ensuring that the equipment or component is returned to the appropriate supplier.
5. Documents items to be repaired by outside vendors and arranges for their shipment.
6. Performs varied and responsible general clerical assistance related to the repair function.
7. Receives and screens telephone calls; provides factual information which may require the interpretation of policies and procedures and the use of tact and judgment.

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8. Prepares and types correspondence, reports, forms and form letters, specifications, and specialized documents using a typewriter or word processor.
9. Proofreads and checks typed materials for accuracy, completeness and compliance with departmental policies.
10. Maintains and processes payroll records.
11. Establishes and maintains varied office files.
12. Researches materials from various sources and prepares periodic or special reports.
13. May use an on-line or personal computer and standard office software in the course of the work.
14. Uses materials handling equipment including a forklift to move and place various components and equipment.

QUALIFICATIONS**Knowledge of:**

Standard office practices and procedures, including filing, and business letter writing.
The operation of standard office equipment, including an on-line or personal computer system.

Principles of and the use of equipment related to material handling.

Safety procedures for moving heavy objects.

Correct English usage, including spelling, grammar, punctuation and vocabulary.

Basic inventory control and inventory record keeping practices and methods.

Basic business arithmetic.

Skill in:

Operating word processing and personal computer equipment.

Completing forms accurately and completely.

Organizing and maintaining a variety of detailed records and files.

Researching, compiling and summarizing varied informational materials and preparing periodic and special reports.

Operating a forklift and/or other materials handling equipment.

Making accurate arithmetic calculations.

Typing accurately at a rate of 35 net words per minute from printed copy.

Using initiative and sound independent judgment within established guidelines.

Establishing and maintaining effective working relationships with those contacted in

the course of the work.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Must possess sufficient strength and mobility to lift and move components weighing up to 120 pounds with proper equipment and to push carts weighing up to 1000 pounds.

Must operate varied materials handling equipment which could include a 4,000 pound capacity forklift.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED or recognized equivalent.

Experience:

Three (3) years of (full-time equivalent) verifiable clerical experience. Inventory control or parts handling experience preferred. Experience in a shop setting is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; shop environment.

Physical Conditions:

Requires maintaining physical condition necessary for moving components weighing up to 120 pounds with operating materials handling equipment, and for pushing carts weighing up to 1000 pounds.

Requires maintaining physical condition necessary for sitting, walking, or standing for prolonged periods of time.