
Position:	Transportation Parts Clerk	FLSA: Non-Exempt
Department/Site:	Transportation	Salary Grade: 04
Reports to/Evaluated by:	Director of Transportation	Salary Schedule: Classified

SUMMARY

Performs a variety of work involving the receipt, check in, storage, and issuance of vehicle/bus parts and petroleum products. Operates the computerized inventory control system. Performs routine and/or standardized duties associated with clerical work.

NATURE AND SCOPE

Works under the supervision of the shop leads to carry out well defined, but sometimes analytical duties. Requires analysis and judgment skills in planning and prioritizing work. Work contacts extend beyond the department to other District staff and facilities and outside vendors.

DISTINGUISHING CAREER FEATURES

Position requires knowledge of the terminology, practices and procedures of an area of specialization depending on assignment. Advancement is possible along either a transportation or purchasing career with additional education and training specific to the area of choice.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives, checks in, inventories, and stores parts, materials, fuels, oil, and supplies. Inspects incoming parts and materials for specified quality and quantity. Assists vehicle mechanics in obtaining parts.
- Enters data into the computerized fleet cost control and management records system. Enters and retrieves fleet cost control, management, and preventive maintenance information required by management.
- Processes routine documents of moderate complexity requiring knowledge of the special terminology, policies and procedures of department or area of specialized function.
- Maintains records and files of documents processed for ready access, and compiles various reports according to well-defined operating procedures.
- Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.
- May compile statistical data, post routine financial transactions or other data and maintain various departments, fiscal or other accounts or records. Searches out information in departmental records and files. Compiles data from varied sources.

- Maintains confidentiality of information processed or received during the course of performing assigned duties.
- Operates a variety of office machines including computer terminal, typewriter, calculator, copier, two-way radio and other office machines and equipment.
- Receives, sorts and distributes incoming mail. Composes routing correspondence independently as appropriate. May answer incoming phone lines into the parts area.

QUALIFICATIONS

Knowledge and Skills: Requires basic knowledge of vehicle shop requisition, purchase order, vendor invoice and vendor delivery slip processing procedures. Must have a working knowledge of methods and practices of issue, receipt and inventory control for parts, supplies and equipment. Needs a basic knowledge of vehicle mechanical parts and terminology associated with those parts. Knowledge of computers and database programs essential. Requires good communication and telephone skills.

Abilities: Requires the ability to perform all of the essential duties of the position under basic supervision. Must be able to keep accurate and current records of shop transactions. Must be able to operate a computerized fleet cost control and records system. Must be able to communicate on routine issues with the department, other District staff and outside vendors.

Physical Abilities: Requires the ability to lift and move heavy objects. Requires good arm, hand, and finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual ability to read words and numbers and speaking and hearing to communicate in person or over the phone. Requires the ability to stand, walk and manipulate (lift, carry, move) light to medium weights of 10-50 pounds.

Education and Experience: High School diploma or equivalent required. Minimum of 1 year of responsible experience with vehicle mechanical parts or other parts inventory systems required.

Licenses and Certificates: Requires valid California Driver's License in addition to meeting the requirements of the District Pull Notice Program.