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<b>Position:</b>	Computer Repair Parts Clerk	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Information Technology Services	<b>Salary Grade:</b>	06
<b>Reports to/Evaluated by:</b>	Supervisor, Customer Services	<b>Salary Schedule:</b>	Classified

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**SUMMARY**

Provides support to computer repair operations through the receipt, check in, storage, issuance, and return of parts, components, and supplies. Performs clerical and customer service duties to support the computer repair function.

**DISTINGUISHING CAREER FEATURES**

The Computer Repair Parts Clerk is a position unique to the computer repair function and considered also the first-level in career paths for shipping and receiving, warehousing, and purchasing. The Computer Repair Parts Clerk performs under general supervision and carries relatively routine duties, but has a dimension requiring prioritizing of tasks and analysis inventory items. Advancement from this position along these career paths would be based on need and compliance with the stated job qualifications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Receives, checks in, inventories, and stores parts, components, materials, and supplies. Inspects income items for specified quantity, quality, and damage.
- Assists the Computer Parts Technician in ordering parts from established sources.
- Inspects shipments of materials, equipment, and supplies received in order to ensure compliance with specifications. Identifies and reports shortages, damages and other discrepancies.
- Records received inventory into an established inventory recording system. Conducts periodic inventory counts of items in stock.
- Returns defective, damaged, and unused part to vendors. Obtains return authorization, and retains documentation on transactions.
- Prepares and processes requisitions and forms that initiate work orders, authorize purchase, and summarize departmental business activity.
- Receives and sorts incoming mail, answers phones and walk-in inquiries, and maintains a variety of files and records, including warranties and parts lists.
- Prepares routine correspondence using established formats.
- May compile numerical data and post or process routine financial transactions.
- Performs other duties as assigned that support the overall objective of the district.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires basic knowledge of storekeeping and shipping and receiving procedures and practices. Requires a basic knowledge of the methods and procedures used in the District for ordering of supplies and equipment. Requires basic knowledge of automated purchase order systems sufficient to create purchase orders from requests and requisitions, and to enter information onto established data files. Requires basic knowledge of computer repair parts and terminology. Requires a working knowledge of office procedures and methods. Requires basic knowledge of and skill at using personal computer office productivity applications. Requires sufficient math skills to compute sums, extensions, fractions, and percentages. Must have sufficient human relation skills to convey purchase order information to others and to serve customers. Requires sufficient writing skill to prepare routine correspondence.

**Abilities:** Requires the ability to perform the essential functions of the position effectively and efficiently under general supervision. Must be able to receive, verify, and store incoming parts, components, equipment, and supplies, maintain in-stock inventory control records, and locate and pick parts needed for repairs and servicing. Requires the ability to keep storage areas in a clean and orderly fashion. Requires the ability to plan, prioritize, and perform work in order to meet yearly schedules and timelines. Must be able to write and maintain records according to District standards. Must be able to write basic reports and document transactions. Requires the ability to coordinate and perform physical inventory counts.

**Physical Abilities:** Incumbent must be able to function effectively indoors in a repair shop environment engaged in work of moderately active nature. Requires visual acuity to write and read printed materials and computer screens, and observe printing processes. Requires speech and hearing ability to carry on ordinary conversation and hear sound prompts from equipment. Requires ambulatory ability to walk, stand upright, forward flexing, push, pull, stoop, bend, and reach for long periods of time to operate printing, photocopying, and other equipment. Requires strength to carry heavy weight (max. 50 lbs.) materials and supplies on an occasional basis. Requires sufficient hand, arm, and finger dexterity to use a computer keyboard and handle small parts.

**Education and Experience:** The position requires the equivalent of a High School diploma and one year of responsible experience performing storekeeping/inventory duties for computer parts; or other experience of equivalent technical complexity.

**Licenses and Certificates:** Requires a valid driver's license.

**Working Conditions:** Work is performed indoors where some safety considerations exist from physical labor, positioning in cramped areas, and handling light-to-medium weight, yet, awkward materials. Travel to and from sites may be frequently required. Must have their own transportation.