Definition of Class
The incumbent in this position will assist with coordinating deliveries, pickups, and collecting and disposing salvage property items. Incumbent identifies and tags items for inventory; loads/unloads, sorts, and delivers packages; prepares good receipts; and prepares reports. Relieves supervisor of administrative duties as needed.

Examples of Work Performed
Assists with coordinating deliveries, pickups, and collecting salvage items.

Unloads/loads delivery vehicles; separates packages; determines items to be tagged as equipment; prepares good receipts; and prepares items for deliveries.

Purchases goods and services as needed. Creates purchase orders and purchase requisitions.

Assists customers with salvage items.

Assists in tracking lost, misdelivered, or damaged packages.

Trains, supervises, and oversees the work of departmental staff and student workers as needed.

Assists with UPS packaging charges.

Prepares cash reports as needed.

Interfaces with faculty, staff, students and vendors regarding packages.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates deliveries and pickups.
2. Determines items to be tagged as equipment for inventory.
3. Performs administrative functions to support supervisor.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related
education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to sit and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** High School Diploma or equivalent (GED).
  
  **AND**

- **Experience:** Six (6) months of experience related to the above described duties.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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