Definition of Class
This is a non-supervisory position in which the incumbent performs a variety of clerical and/or manual tasks relating to receiving, verifying, storing, issuing, loading/unloading, and/or distributing packages, materials, equipment, and supplies. The incumbent utilizes a computer to prepare related forms and maintain accurate records.

Examples of Work Performed
Receives goods; inspects for damages; verifies shipment contents and quantity; completes appropriate records/forms; and routes or delivers goods to appropriate department in accordance with established University procedures.

Prepares and organizes the responses to quotes and bids on materials and electronic components for order and resell to university departments for networking and telecommunications.

Maintains inventory control files and related records.

Performs routine clerical duties associated with data entry of all goods received/shipped, preparing reports pertaining to damages/shortages and claims related to shipments received, and maintaining office files.

Calculates and marks goods with correct selling price and calculates discount for invoice price.

Maintains clean and orderly conditions in assigned areas.

Interfaces with faculty, staff, students, and outside agencies and insurance companies.

Assists customers with packing, sealing, and shipping of packages.

Creates and tracks purchase requisitions and purchase orders.

Creates good receipts and material documents.

Verifies invoices and forwards to Procurement Services for payment.

Schedules the routine maintenance of University vehicles, which includes fueling, washing, and keeping records of mileage and if servicing is needed.

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. Receives, verifies, stores, issues, loads/unloads, and/or distributes packages, materials, equipment, and supplies.
2. Maintains an accurate inventory of goods/supplies.
3. Prepares related reports, forms, and records for shipping, distributing, and receiving goods.
4. Maintains assigned office files, performs data entry duties, and participates in routine office functions.

**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 70 pounds.

- **Vision:** Requires the ability to perceive the nature of objects by the eye.
  - **Near Acuity:** Clarity of vision at 20 inches or less.
  - **Midrange:** Clarity of vision at distances more than 20 inches and less than 20 feet.
  - **Far Acuity:** Clarity of vision at 20 feet or more.
  - **Field of Vision:** Ability to observe an area up or down, left or right, while eyes are fixed on a given point.
  - **Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships as to see objects where and as they actually are.
  - **Color Vision:** Ability to identify colors.
  - **Accommodation:** Ability to adjust focus.

- **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:**
  Graduation from a standard four-year high school or equivalent (GED).

- **Licensure:**
  Depending on specific position a valid Driver’s license may be required.
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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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.