

**JOB DESCRIPTION**  
**Nogales Unified School District #1**

**SHIPPING AND RECEIVING TECHNICIAN**

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**Purpose Statement:**

The job of SHIPPING AND RECEIVING TECHNICIAN is done for the purpose/s of pulling and loading orders for delivery; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; and maintaining an organized layout and safe work environment.

This job reports to FACILITIES AND PROJECT MANAGER

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**Essential Functions**

- Conducts physical inventories (e.g. checks contents of shipped product against purchase orders) for the purpose of verifying stock and identifying losses.
- Coordinates delivery of received items for the purpose of ensuring items ordered are delivered in a timely and accurate manner.
- Processes report requests, documents, deliveries and/or materials (e.g. items received to accounts payable) for the purpose of disseminating information and/or materials to appropriate parties.
- Records information (e.g. purchase order, items requested, items received) for the purpose of accurately recording information in District's computer program.
- Responds to inquiries (e.g. from accounts payable, administrators, etc.) for the purpose of providing requested information and/or referring to appropriate resources.

**Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: none specified.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: computer operation/skills

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with others; work with similar types of data; and utilize specific, job-related equipment. In working with others, Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: none specified.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. There is some opportunity to effect the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature extremes and a generally hazard free environment.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.

**Required Testing**

None specified

**Continuing Educ. / Training**

None specified

**Certificates & Licenses**

None Required

**Clearances**

Criminal Justice Fingerprint/Background Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

Job description available upon request

**Salary Grade**

Classified 5