

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

VEHICLE PARTS CLERK / DATA ENTRY OPERATOR

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Course work in bookkeeping or accounting.
- (3) Five years responsible experience involving bookkeeping or accounting procedures.
- (4) Inventory procedures with at least two years experience in the automotive parts field.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of micro-computers. Ability to use a micro-computer for maintaining fiscal records and a perpetual inventory. Prepare complete and accurate accounting reports and statements of considerable complexity. Ability to express oneself clearly and concisely both orally and in writing.

REPORTS TO:

Fleet Manager

JOB GOAL

To provide accurate accounting necessary to maintain a computerized perpetual inventory. Keep stock levels as established, by pricing and reordering as needed. Provide accurate reports as needed such as monthly inventory status and year-end inventory.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Provide an efficient Parts Warehouse with duties such as to reconcile, classify and record daily receipts and disbursements; total and balance monthly.
- (2) Prepare and price vehicle maintenance work orders.
- (3) Maintain accurate inventories and keep the stockroom in a clean and neat condition.
- (4) Price and re-order automotive parts as needed to maintain stock levels.
- (5) Price and check stock replenishment requisitions.
- (6) Enter requisitions into the computer, approve requisitions for payment when completed; maintain and control stock.
- (7) Use effective, positive interpersonal communication skills.
- (8) Maintain the calendar of bus trips.
- (9) Serve as a dispatcher with two-way radio system.
- (10) Provide information to the public and District staff on bus routes.
- (11) Pick up parts to fill emergency needs.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.

**Board Approved February 17, 1998
Amendment Board Approved April 15, 2003**

VEHICLE PARTS CLERK/DATA ENTRY OPERATOR (Continued)

(13) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 12-15

11 or 12 months

8.0 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.