

Cuyahoga County Public Library

Shipping and Receiving Clerk

Review the summary of the job description below AND apply today: [6192694:Career Search \(saashr.com\)](https://saashr.com/6192694:Career%20Search)

GENERAL SUMMARY

Under structured tasks and standardized instruction, sorts materials for shipment to branches and loads and unloads trucks.

JOB REQUIREMENTS

Competencies that an incumbent should be able to demonstrate and that are reflected in the knowledge, skills and abilities that lead to satisfactory accomplishment of the Essential Job Functions include Communication Skills, Listening, Quality Focus, Customer Service, Results Focus, Attention to Detail, Dependability, Diversity Focus and Taking Initiative/Responsibility. In addition, incumbents are expected to demonstrate proficiency in the Function/Task Specific dimension of Computer Knowledge and Use.

Specific Knowledge, Skills, and Abilities required include:

- Knowledge of operation of tow motor and delivery van.
- Knowledge of UPS and U.S. and foreign postal rules and regulations.
- Ability to operate various material handling equipment, scales and postage meter.

ESSENTIAL JOB FUNCTIONS

- Complies with Cuyahoga County Public Library's policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including (but not limited to) work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality.
- Sorts materials for shipment to branch libraries.
- Loads and unloads trucks.
- Distributes mail and library materials received at the Administration Building to all departments, and maintains related time table.
- Labels new equipment with CCPL tags. Prepares delivery orders or requests a work order when material has to be assembled or installed. Assembles items for delivery to branches and ADM departments such as chairs and step stools using various hand tools.
- Packages library materials for shipping as necessary. Prepares damaged and incorrect shipments for return shipment to sender. Works with common carrier insurance agents regarding damaged material.
- Delivers materials, payroll, bulk storage materials, etc. operating a delivery van.

- Performs pertinent, detailed shipping clerical tasks including using computer to ship and track materials, transferring funds to mail processor, copying of reports, records and other documents for carriers, and fax shipping documentation to branches/departments, etc.
- Document and tag surplus material for auction.
- Ensures security of loading dock area.

Summary Minimum Education & Experience Required

- High school diploma or GED.
- One to two years of shipping/receiving and mailroom experience.

OTHER TESTING/LICENSES REQUIRED

- Due to the physical exertion required to perform the essential duties of this job, the decision to hire is contingent on job candidate passing a pre-employment medical exam through a medical provider contracted by the library.
- License: A valid Ohio Driver's license is required to operate library owned vehicles and a clean driving record must be maintained at all times.
- Tow Motor Certification must be maintained.
- A criminal background check is required as are pre-employment drug screen.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Considerable physical exertion such as bending and stooping, pushing loaded hand trucks, and lifting and carrying heavy items (over 50 and up to 75 pounds).
- Routine discomforts from exposure to moderate levels of cold/heat when overhead door is open to unload trucks, exhaust fumes from delivery trucks.
- Occasional hazards associated with use of sharp tools such as box cutters, knives, etc.