



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 01/15
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

General Services Clerk

JOB SUMMARY

Performs basic clerical and manual work in the shipment, receipt, and delivery of University property and materials; and inventory of property. Work is performed under supervision of the Assistant Director of Resource Planning and Assets and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director, Resource Planning and Assets

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Receives and signs for incoming shipments; checking the bill of lading against the packing list.
- Verifies or tracks identifying numbers through the use of a basic mainframe computer program.
- Tags property for identification.
- Operates a fork lift, pallet jack and delivery truck.
- Reports damaged items or shortages to the supervisor.
- Delivers equipment and materials to appropriate departments.
- Observes prescribed work and safety rules and maintains a clean work environment.
- Prepares materials and related records for United Parcel Service shipment.

ADDITIONAL DUTIES

- Assists in conducting physical inventory of property.
- Assists in preparing surplus inventory for sales.

- Assists in moving furniture and heavy equipment.
- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Three year's of general warehouse and/or job related work experience. Some office/records experience preferred.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the university.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors. Work is performed in a warehouse environment. Exposed to any number of elements and may be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.