

**Shipping & Receiving & Filing Clerk-Temporary #2020-26 (STROUD)** Prepares records of receipt of incoming material, supplies, and equipment, and posts to open orders of suppliers. Responsible for accuracy of shipping documents and verifying receiving receipts with open orders. Receives goods, checks and counts all items unloaded from carrier. Performs filing functions for the Department. Handles return shipments to manufacturer for repairs. Assists the Property & Procurement Assistant when necessary picking up supplies etc. Assists the Inventory Specialist in conducting Physical Inventories. General knowledge of shipping and receiving and filing. General knowledge of warehouse procedures and physical inventory principles. Basic knowledge of Property and Procurement Procedures. High School Diploma or equivalent. Two year experience in shipping & receiving. Minimum of Six (6) Months work experience in Shipping Receiving and/or Procurement and/or any equivalent of education and experience