

POSITION DESCRIPTION		AGENCY/DEPT ID DAS105780
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073325	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree																
	USUAL WORKING TITLE OF POSITION Document Delivery Technician / Inventory Control Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization																
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type	Bargaining Unit 09 Page 2 of 2															
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 4:30 p.m. Report in location subject to change																		
JOB DESCRIPTION AND WORKER CHARACTERISTICS																			
JOB CODE TITLE 12721 Document Delivery Technician	apd 12-6-13 al	<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td>55</td> <td> Receives, inspects & records new materials & supplies, equipment & furniture arriving in State Printing & Mail Services warehouse: maintains accurate records of incoming & outgoing items; confirms receipt & delivery; schedules, prepares & assists with loading & unloading of supplies being delivered; pulls & stages daily production materials using forklift &/or pallet jack; develops & maintains stocking parameters, usage data & reorder thresholds; maintains accurate & up-to-date inventory of supply & warehouse items; manages inventory levels & approves order for print materials; develops, implements & enforces warehouse procedures; maintains databases for inventory control of warehouse; maintains warehouse in clean, orderly & secure condition; monitors asset movement & transfers; coordinates salvage disposal of obsolete & worn out assets; empties vacuum system receptacle as needed; prepares recyclable materials for pick-up. </td> <td> Knowledge of 3, 4* (18) inventory control; (19) customer service; (20) agency purchasing & requisition warehouse procedure* Skill in 8, (21) operation of hand & motorized equipment (e.g., forklifts, electric hand jacks, dollies). 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List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/15 2013																