



RECORDS AND SUPPLY TECHNICIAN

JC: 000345

PG: 036

BU: 02 (SEIU)

FLSA: Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, performs a variety of records and supply management functions and provides responsible office assistance in support of administrative and business functions; performs clerical/administrative, order fulfillment and inventory duties; maintains and monitors inventory of forms and office supplies; and performs related work as assigned.

CLASS CHARACTERISTICS

This paraprofessional classification is unique to the Procurement Department and requires substantial administrative expertise and skill in operating materials handling equipment to move and store a variety of materials. This classification is distinguished from the Administrative Technician classification by its responsibility for operating materials handling equipment in addition to performing paraprofessional level administration and clerical functions and is further distinguished from the Expeditor/Clerk classification by the high level of independence that is required in carrying out assigned duties.

REPORTS TO

Procurement Support Manager

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Processes all work order requests for records and archives, forms/printed materials and office supplies.
2. Responds to inquiries related to requests and provides requestors with status updates.
3. Scans, shelves and stores all records in large storage environments; retrieves and issues stored boxes when requested.
4. Updates records database system to reflect status, disposition and location of archived materials.
5. Identifies and disposes of records that are beyond specified retention years.
6. Ensures storage boxes are in good condition and repairs boxes or re-boxes contents as necessary; orders supplies needed for the operation of the unit.
7. Organizes and coordinates the pick-up and delivery of district records, forms/printed materials and office supplies with Mailroom or Logistics department; may deliver requested materials to alternate

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locations if expedited delivery is required.

8. Maintains and manages appropriate inventory level of district forms and printed materials; orders, receives and stocks new supplies.
9. Works with graphic artist on design and revision of district forms and printed materials; works with district duplicating department or vendors on re-orders of such materials.
10. Performs independent administrative work to support the business operations of the Procurement Department; processes appropriate paperwork related to services.
11. Maintains various files; prepares correspondence, reports and documentation.
12. May direct the work of clerical support staff or support Mailroom on a project or day-to-day basis.

QUALIFICATIONS

Knowledge of:

- Practices and procedures of records management, including filing and retention requirements
- Inventory control and record keeping principles and practices
- Basic office procedures, including arithmetic, correct English usage, spelling, grammar and record keeping
- State and local traffic laws, parking regulations and safe driving practices
- Safety precautions related to the work, including methods of lifting and moving heavy objects with heavy equipment
- Office management practices and procedures including the operation of standard office equipment and computer applications
- Basic business data processing principles and the use of computer and on-line transactions

Skill in:

- Organizing, coordinating and prioritizing work activities
- Using initiative and sound independent judgement within established guidelines
- Understanding and carrying out written and oral instructions
- Maintaining basic work records and making accurate arithmetic calculations
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Driving a motor vehicle safely
- Operating a variety of material handling and moving equipment safely
- Customer service
- Communicating tactfully and effectively with District employees

MINIMUM QUALIFICATIONS:

Education

Possession of a high school diploma, GED or recognized equivalent.

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Experience

The equivalent of four (4) years of warehousing or related experience that required the use of materials handling equipment and the application of general clerical skills.

Other Requirements

Must possess a valid California driver's license and have a satisfactory driving record.

Must be physically capable of standing and walking, lifting up to 50 pounds and maneuvering heavier items with proper material handling equipment.

Must be able to operate a lift and other material handling equipment needed to move pallets and boxes.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens; shop/warehouse environment.

Physical Conditions

Requires maintaining physical condition necessary for walking, standing, sitting, stooping, reaching, lifting up to 50 pounds, and moving components weighing up to 1000 pounds with materials handling equipment.

BART EEO-1 Job Group: 6000 – Clerical
Census Code: 5940 – Misc. Ofc./Admin Supt Workers
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : January 2022

Revised :