Job Title:	Senior SERS Clerk	**Wage/Hour Status:**	Non-Exempt
Reports to:	Director Special Education	**Pay Grade:**	304
Dept. /School:	Special Education and Health Services Center	**Date Revised:**	November 25, 2024

Primary Purpose
Assist the Special Education Department in distribution, receiving, cataloging, and inventory of Special Education equipment and supplies.

Qualifications

Education/Certification
High School Diploma/GED or higher education from an accredited institution of higher education

Special Knowledge/Skills
- Passing score on District's clerical SET test
- Strong organization, communication, and interpersonal skills
- Knowledge of computer technology and data/entry processing
- Knowledge of inventory procedures

Experience
Two (2) years related experience

Major Responsibilities and Duties
1. Process and ship materials received through Special Education.
2. Maintain computerized inventory records of campus /classroom inventories of supplies, equipment and materials; takes cycle counts periodically for recognizing inventories.
3. Facilitate the transfer and opening of classroom units through adequate provision of instructional materials and equipment.
4. Assist with telephone and written requests from teachers and campus administrators for circulation of materials and equipment.
5. Instruct and coordinate work of clerks in lower level positions
6. Verify accuracy of shipments with information on invoice or packing slip and purchase order; records discrepancies or damages received on inventory
7. Correct shipping and receiving problems with vendors and schools
8. Maintain custody receipts of items to be repaired and loaned out temporarily.
9. Prepare, compile, and maintain responsibility for accuracy and completeness for SERS inventory records.
10. Operate equipment and vehicles according to prescribed safety procedures
11. Follow established safety procedures and techniques to perform job duties including lifting and carrying.
12. Perform other duties as assigned by supervisor.

Supervisory Responsibilities
Supervise assigned staff

Equipment Used
Inventory scanner, computer, printer, fax machine, copier, calculator, and/or District vehicles.

Physical and Mental Job Requirements
Mental Demands/Physical Demands/Environmental Factors
Maintain emotional control under stress, works with frequent interruptions. Occasional prolonged and irregular hours, repetitive hand motions, prolonged use of the computer.

Terms of Employment
221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____