

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31611
Job Class Code:	790	Salary Schedule:	AREG
EEO Category:	08	Grade:	13
Workers Comp Code:	9410		

Job Code Established:	12/19/94	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Arizona Highways Magazine Fulfillment Series

JOB CODE TITLE: ARIZONA HIGHWAYS MAGAZINE FULFILLMENT SPECIALIST

HRIS TITLE: AZ HWYS MAG FLMT SPCT

CHARACTERISTICS OF THE CLASS: Under general supervision. Authority to accept/reject delivery of incoming items; to pick, pack, stage and/or deliver requested items; establish minimum stock levels and reorder points; project material/supply needs. Frequent lifting, with some items exceeding 50 pounds; exposure to noise, dust and temperature extremes. Performs tasks related to receiving, processing, storage and distribution of customer orders, supplies, materials and/or equipment. Performs physical inventories of property and the procedures required to audit, reconcile, maintain and update a computerized inventory of this property. May serve as lead person.

EXAMPLES OF DUTIES: Receives and unloads bulk deliveries of supplies, materials and equipment, checking items received against invoices, purchase orders, bills of lading and related documents to ensure correct quantity/quality. Picks, packs, stages and/or delivers customer orders. Stocks shelves/bins from incoming items and/or palletized reserves. Lifts/moves heavy items utilizing a variety of warehousing equipment such as forklift/pallet jack and delivery vehicles. Updates inventory control records regarding items received/issued. Physically inventories stock on a regular basis updating appropriate records. Prepares postal and shipping documents. Processes incoming and outgoing mail. May assign and/or monitor work of other Arizona Highways magazine fulfillment associates and specialists. Performs related work as required.

WORK RESULTS/PRODUCTS: Customer orders picked, packed, staged and/or delivered accurately and in a timely manner; correctly verified items received against invoices; incoming and outgoing mail handled; inventory records maintained properly; warehouse equipment such as forklift/pallet jack and delivery vehicles operated safely; mailing equipment operated and basically maintained.

RESPONSIBILITY: for the accurate and timely processing of customer orders and the completion of other assigned tasks; transporting and/or delivering products, mail and packages without damage or loss; safe operation of all equipment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: procedures and techniques for receipt of goods and warehousing; postal or alternative shipping procedures; recordkeeping and inventory control procedures; interoffice and outgoing mail procedures; general warehouse safety practices.

Skill in: operating mailing and warehousing equipment.

Ability to: check incoming items against invoices, bills of lading or related documents; maintain inventory control records; project material, supply and equipment needs based on usage history.

SPECIAL SELECTION FACTORS: Requires the ability to pass a post-offer physical exam. May require possession of and ability to maintain a current, valid Arizona driver license appropriate to the assignment.