

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

SHIPPING AND RECEIVING CLERK

DOT: 222.387-050 SVP 5

Job Description: Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment (involves direct contact with materials or products involved). Physical Demands - Active w/medium lifting, carrying, and moving (up to 50 lbs); General Educational Development - R3 M3 L2; Aptitudes - Average General Learning Ability, Verbal, Numerical, Spatial, Form Perception, Clerical Perception, and Manual Dexterity.

CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate ability to read and interpret bills of lading, manifests, shipping invoices or orders. (R, IN, S)
2. Can demonstrate proper techniques used to determine whether incoming and outgoing shipment orders have been correctly filled. (R, IN, S, T)
3. Can demonstrate ability to determine method of outgoing shipment, utilizing knowledge of shipping procedures, routes, and rates. (R, IN, S)
4. Can demonstrate ability to properly prepare work orders, bills of lading, and shipping orders to route merchandise or materials. (R, IN, S, T)
5. Can demonstrate ability to contact carrier representative to make arrangements and to issue instructions for shipping and delivery of materials. (IN, I, S)
6. Can demonstrate proper technique used to assemble cardboard or wooden containers for shipping purposes. (R, S, T)
7. Can demonstrate the ability to appropriately insert items into shipping containers using spacers, fillers, and protective padding . (R,S, T)
8. Can demonstrate proper techniques used to fasten and bind packed containers. (R, S, T)
9. Can demonstrate ability to affix appropriate shipping information, instructions, and labels onto packed containers. (R, IN, S, T)
10. Can demonstrate ability to compute weights and shipping charges, and affix correct postage onto containers (R, IN,S, T)
11. Can demonstrate ability to appropriately examine outgoing shipments to ensure that shipment meets specifications (R, S, T)
12. Can demonstrate proper techniques used to unpack and examine condition of incoming shipments. (R, IN, S, T)
13. Can demonstrate ability to appropriately confer or correspond with shipper representative to rectify problems such as damages or shortages, and nonconformance to specifications. (IN, I, S)
14. Can demonstrate ability to safely operate a motor vehicle and/or tier lift truck or use hand truck to move, convey or hoist shipments from shipping and receiving platform to work area. (R, S, T)
15. Can demonstrate ability to route items to the proper department, warehouse section, or stockroom (R, IN, S)
16. Can demonstrate ability to record shipment data, such as weight, charges, space availability, damages and discrepancies, for recording, accounting and recordkeeping purposes. (R, IN, S).

17. **Can demonstrate ability to appropriately direct others in preparing outgoing and receiving incoming shipments. (R, I, S)**
18. **Can demonstrate ability to requisition and store shipping materials and supplies to maintain inventory of stock. (R, IN, S)**
19. **Can demonstrate ability to accurately record items taken from inventory and note when orders are filled. (R, IN, S,)**
20. **Can demonstrate ability to identify and record unsold, damaged or defective goods returned to establishment. (R, IN, S)**
21. **Can demonstrate ability to use work devices such as crimpers, pliers, wrenches, tape measure, hand-held scanners, and postage meters. (R, S, T)**
22. **Can demonstrate ability to compute amounts, such as space available and shipping, storage, and demurrage charges, using calculator or price list. (R, IN, S, T)**
23. **Can demonstrate ability to operate a personal computer and standard software package (identify). (R, S, T)**
24. **Can demonstrate good oral and written communication skills. (I)**