

Logistics Specialist I

Position Details

Class Code: 7187

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 48 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, performs a variety of logistics tasks across department operations including but not limited to, warehousing and purchasing functions, mail services tasks, and graphic arts operations, as assigned.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Operates a forklift, hand truck, pallet jack, and electric cart to load/unload delivery vehicles, store stock, and maintain storage areas.
2. Receives, stores, issues, loads, and unloads materials.
3. Conducts inventories.
4. Processes basic warehousing transactions in the Enterprise Resources Planning (ERP) program including but not limited to, receipt and issuance of materials.
5. Understands and applies International Organization for Standardization (ISO) instructions relative to the ERP program.
6. Assists with creating formal bids and requests for quotation.
7. Develops specifications for informal competitive purchasing activities.
8. Analyzes purchase requests to ensure that acquisitions of goods or services follow Clark County School District (CCSD) guidelines and state statutes.
9. Establishes, collects, organizes, and maintains data pertaining to assigned purchasing tasks; composes departmental reports as requested.

10. Delivers and picks up mail, packages, and test materials from worksites throughout CCSD.
 11. Sorts U.S. and intra-District mail and operates postal equipment.
 12. Operates and fuels CCSD vehicles for pickup and delivery.
 13. Operates auxiliary reprographics equipment including but not limited to, folding, collating, stitching, and binding machines.
 14. Performs manual bindery tasks.
 15. Packs and wraps completed reprographics work for delivery.
 16. Conforms to safety standards, as required.
 17. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves performing tasks in a variety of logistic-related functions across departmental operations to meet surge demands in individual areas.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to operate basic office equipment (computers, printers, copy machines, telephone systems, facsimile machines, etc.).
2. Ability to perform complex computer operations (data entry, word processing, records retrieval, etc.).
3. Ability to learn job-specific computer software applications.
4. Ability to operate mail and reprographics machines.
5. Ability to learn and apply established procedures.
6. Ability to develop procedures for specific work tasks.
7. Ability to work efficiently with numbers, codes, and symbols.
8. Ability to read and understand instructions, documents, and reports.
9. Ability to plan, prioritize, and organize work.
10. Ability to coordinate work activities with others.
11. Ability to perform strenuous physical work.
12. Ability to learn a delivery route.
13. Ability to recognize and report hazards and apply safe work methods.
14. Ability to work cooperatively with co-workers, supervisors, other CCSD personnel, students, and the public.
15. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.)
2. Two (2) years of experience working in one (1) or more of the following areas: purchasing, warehousing, distribution/delivery, or reprographics field(s).

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Hold or be able to obtain forklift qualification card. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

Preferred Qualifications

Ability to work with standard Microsoft Office software suite including Microsoft Excel.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
 2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
 4. Forklift qualification card, if applicable.
 5. Specific documented evidence of training and experience to satisfy position requirements.
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Examples of Assigned Work Areas

CCSD Purchasing and Warehousing sites, including Mail Services and Graphic Arts Center.

Work Environment

Strength

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors in temperatures ranging from mild to moderate. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, forklifts, manlifts, hand trucks, pallet jacks, electric carts, computers, printers, fax machines, calculators, telephones, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 11/02/23
- Created: 01/23/12