

**GOVERNMENT OF THE UNITED STATES  
VIRGIN ISLANDS  
DEPARTMENT OF EDUCATION  
JOB ANNOUNCEMENT**

**THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:**

**POSITION TITLE:** Receiving Officer

**LOCATION:** St. Croix District

*Interested persons should contact:* **DIVISION OF HUMAN RESOURCES**  
[careers.sttj@vide.vi](mailto:careers.sttj@vide.vi)

Deadline for applying: April 13, 2018

Salary: \$21,081

Union: American Federation of Teachers (AFT)

**DESCRIPTION**

The Receiving Officer performs highly skilled work in carrying out assignments, including the handling of goods, products and supplies that come through the Department of Education's warehouses/stockrooms. The employee is responsible for receiving and storing office and school supply shipments in the warehouse and accurately packaging and shipping them in an efficient and timely manner.

**DUTIES AND RESPONSIBILITIES**

- Assumes responsibility for taking periodic inventories of materials and supplies;
- Assists in responding to complaints regarding problems as assigned and reports findings to supervisors orally and/or in writing;
- Signs, maintains and documents records appropriately attesting to the inspection, receipt, issuance and remaining balances of stock;

- Recommends the replenishment of stocks based on established minimum quantities and, when necessary, the modification of storeroom procedures and regulations;
- Ensures that all shipments are received in good, undamaged condition;
- Assists with loading and unloading trucks, using forklift and electric pallet jacks;
- Assists in opening containers and unpacking and examining incoming shipments;
- Labels incoming orders with identifying number, quantity and description;
- Compares identifying information and counts items of incoming shipments to verify information against bills of lading, packing slips, invoices, orders, or other records and initials completed paperwork;
- Picks customer orders from stock and routes items to various departments and buildings;
- Confirms that orders contain the correct items/supplies numbers and quantity of items/supplies to match the transfer documentation;
- Uses computer system and or barcode system to track, locate, and pull correct items/supplies;
- Rejects and takes appropriate action for any inconsistency between purchase orders and shipments received;
- Rejects damaged items and shortages, and contacts suppliers in reference to rejected items requesting due action;
- Schedules the pick up of materials with schools, activity centers and other locations;
- Sorts and places materials or items on racks, shelves, or in bins in predetermined locations;
- Sorts orders as necessary for correct priority;
- Keeps area neat and in order;
- Performs other related work as required.

### **FACTOR I: KNOWLEDGE AND SKILLS REQUIRED**

- Knowledge of warehouse supplies receiving and storage;
- Knowledge of stocking items/supplies, accurately counting items/supplies, picking up orders, packing required items/supplies and delivery process;
- Ability to read and understand written instructions, shipping orders, department paperwork, and safety warning labels;

- Ability to actively pursue continuous improvement and ease of the tasks of the position to meet or exceed Department needs;
- Ability to maintain high levels of accuracy when identifying and pulling correct items/supplies, to meet or exceed customer's expectations;
- Ability to listen to others and appropriately act on information provided;
- Ability to work with specific instructions (either written, verbal, physically demonstrated or diagrammed);
- Ability to perform repetitive or short-cycle work;
- Ability to perform basic addition, subtraction, multiplication and division calculations;
- Ability to safely and effectively operate Department tools including but not limited to:  
paper-packaging dispenser machine, tape dispenser, various carts (hand truck and pallet jack), computer, keyboard and mouse;
- Ability to prioritize work tasks according to Department requirements;
- Ability to work effectively under pressure or deadlines;
- Ability to work effectively in a team environment;
- Ability to work in a fast-paced, changing environment;
- Ability to act in a courteous and professional manner at all times;

## **FACTOR II: SUPERVISORY CONTROLS**

- The employee supervises warehouse laborers, and drivers;
- The employee works under the direct supervision of the Director of Property, Procurement and Auxiliary Services;
- Work is controlled by routine review and reporting with supervisor and through on-site visits, and achievement of objectives.

## **FACTOR III: GUIDELINES**

- Federal safety and departmental guidelines and procedures must be followed.

## **FACTOR IV: COMPLEXITY**

- The employee follows standard policies and procedures to perform repetitive or routine duties. Position calls for sound decision making.

### **FACTOR V: SCOPE AND EFFECT**

- The employee is responsible to fulfill agency objectives by supporting, assigning and performing routine work activities to ensure the efficient management and timely distribution of supplies to schools and activity centers.

### **FACTOR VI: PERSONAL CONTACTS AND PURPOSE OF CONTACTS**

- Requires personal contact with fellow employees, supervisors and administrators as well as vendors for the purpose of obtaining, clarifying, or giving facts or information to aid in the accomplishing of objectives and daily tasks.

### **FACTOR VII: PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to:

- Reach with hands and arms and grasp objects;
- See to read fine print, and review information on a PC monitor, etc;
- Sit, talk and hear within normal range;
- Manipulate objects with fingers, for example, using a keyboard;
- Frequently bend, stoop and move about;
- Stand for long periods of time with intermittent walking;
- Lift/push/pull up to 70 pounds.

### **FACTOR VII: WORK ENVIRONMENT**

- Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements which may impact significantly upon the employee's capacity for completing work assignments;
- Some goods may require special condition handling and storage, which may affect the working environment;
- Loading and unloading may be outdoors in inclement weather, requiring the use protective clothing.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent (GED) and four years experience in warehouse receiving assignments, maintenance, and overall warehouse operation; **or**
- Completion of 12th grade and 4 years experience as a Property and Procurement Clerk;

**and**

- Valid Virgin Islands Driver's License.

**“No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”**

**Send your complete application package to [careers.sttj@vide.vi](mailto:careers.sttj@vide.vi) for consideration.**

**Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.**

**\*\*\*\*DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT WILL NOTIFY ONLY THOSE WHO ARE SELECTED FOR THE NEXT STEP IN THE RECRUITMENT PROCESS. \*\*\*\***

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*Travel, transportation and relocation expenses are not authorized for this position. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected candidate.*

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