

**RANGE N02**

**JTC NO. P36  
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Facilities Support Service Assistant I

**DATE PREPARED:** Summer 2014

**DATE REVISED:** Fall 2016

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**GENERAL SUMMARY:** An entry level position that supports facility functions related to building services and includes receiving and shipping, mailroom duties and physical inventory functions. Support functions include reproduction and initial troubleshooting for assigned location and reporting problems to supervisor.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Coordinates and oversees the office mail services including maintaining current regulations and permits, receipt and distribution of U.S. mail and location mail. Maintains records of division costs and processes data needed for charge-backs.

Responsible for receiving and identifying capital equipment, assigning location decal and updating and maintaining capital inventory records.

Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment.

Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills, invoice or orders.

Coordinates periodic physical inventory, maintains records of disposition and acquisition of capital equipment.

May provide guidance and direction to other clerical/receiving staff members in accomplishing their daily functions.

Performs department related duties including operation of all department equipment as required.

Perform other duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet organizational need.

**PHYSICAL EFFORT REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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**PHYSICAL EFFORT REQUIREMENTS: - continued**

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, dig, haul, pull, reach, carry, lift, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

- Graduation from high school plus one year of experience in shipping and/or receiving, inventory or mailroom duties.
- Requires mathematical aptitude.
- Ability to learn to utilize computer technology to access data, maintain records, generate reports and communicate with others.
- Requires the ability to communicate effectively with varying levels of DCCCD staff from diverse backgrounds.
- Strong knowledge and experience providing effective customer service.
- \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*