

September 1, 2023

TITLE: Distribution Clerk
EMPLOYMENT TYPE: Non-Exempt (Full-Time)
DIVISION: Distribution
APPLICATION DEADLINE: Sunday, September 24, 2023
PAY RANGE: \$943 - \$1,590 weekly (\$49,063 – \$82,707 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Distribution Clerk position reports to the Distribution Coordinator and is responsible for ensuring customer satisfaction by distribution of District materials, maintaining mail functions, organizing supplies at satellite offices and operation facilities, inventory and driving for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Receiving and shipping from carriers, UPS, FedEx and other couriers. (Including entry into inventory system.)
- Deliver materials to designated vendor locations or to end-users.
- Interact with customers and coordinate with internal and external customers including between Customer Experience, Marketing, Operations and Finance groups.
- Operation of District's mailroom, including processing mail and packages, collecting and distributing mail within the building.
- Count and reorder materials, monitor and replenish supply at designated locations.
- Perform tasks such as deliveries for special events in support of other departments.
- Seek out ways to improve processes and procedures associated with all material control steps.
- Perform all job duties and responsibilities in a safe manner to protect yourself, your fellow employees and the public from injury or harm.

EXAMPLES OF DUTIES:

- Collect, sort and distribute mail/package within the District's offices.
- Operate a variety of equipment for the purpose of preparing, inspecting, weighing, evaluating, recording, marking, or transporting supplies, materials, equipment, or other articles.
- Distribute District maps, timetables and brochures to agencies, outlets, train stations and bus shelters, ensuring they are stocked with current and timely information.
- Deliver pass sales to vendors across the counties.
- Maintain the division's storage area in an orderly fashion.
- Keep inventory of printed materials and outreach items.
- Perform physical inventory and create key tracking systems to ensure on-hand supply.
- Assist in posting schedule information in Guide-A-Rides, bus shelters and station information boards.
- Maintain the department's assigned vehicle.
- Interact professionally with internal and external customers.
- Perform other duties as assigned.

SUPERVISION: Reports directly to the Distribution Coordinator who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS:

Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- High School Diploma or GED Equivalent
- Two (2) years of relevant work experience in the mail/distribution center environment
- Must possess valid California driver's license with safe driving record
- Must be able to lift up to 50 pounds repeatedly on a regular basis

PREFERRED QUALIFICATIONS:

- Able to obtain a forklift certification
- Experience working with Inventory systems
- Proficient in Microsoft Office Suite (MS Words, Excel and Outlook)

SELECTION PROCESS MAY INCLUDE: The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/jobs>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 21 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Work Location:	Select positions are eligible to work remote up to 50% of the time
Pension:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">• Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the <https://www.samtrans.com/jobs>. Complete an online employment application by 11:59 p.m. on **Sunday, September 24, 2023**. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to recruitment@samtrans.com.
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.