

MATERIALS HANDLING ASSISTANT

DEFINITION

To order, receive, distribute, inventory and maintain appropriate controls for supplies and equipment for the Southern Nevada Health District

SUPERVISION RECEIVED AND EXERCISED

- Receives immediate supervision from the assigned supervisor or manager.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Receive deliveries and verify shipments for all District locations; prepare daily reports for accounting
- Receive requisitions, fill orders and distribute supplies to appropriate clinic or area; pack clinic boxes for satellite Well-Baby and Immunization Clinics
- Research invoice and statement discrepancies, contact and resolve problems with vendors
- Maintains and monitors inventory for assigned equipment and supplies
- Conduct supply inventory as often as necessary; audit inventory on an annual basis
- Assist in budget preparation as relates to inventory by forecasting equipment, materials and supply needs
- Coordinate District shipping and handling needs
- Prepare a variety of reports; gather statistical data
- Pick up and deliver specimens, documents, supplies and equipment as requested to include the public health centers, the courthouse and any other area where the District is providing services
- Perform a variety of general clerical duties, including typing, filing and data input
- May arrange for shipping and handling of infectious and hazardous samples
- Assist Purchasing Agent with activities relating to the purchase of a variety of materials, supplies, equipment, services and construction items
- Assist Materials Management Supervisor in matters relating to procurement and District inventory
- Maintain and verify a variety of data and accurate records of work performed
- Act as a temporary back up for the District courier
- Perform related duties and responsibilities as require

QUALIFICATIONS

Knowledge of:

- Principles and practices of general and medical supply purchasing
- Medical terminology
- Modern office procedures, methods and computer equipment
- Methods and procedures of taking inventory
- Principles and procedures of filing record keeping
- Basic arithmetic, mathematical calculations and contract administration
- Basic purchasing principles and practices in accordance with NRS Chapter 332
- Correct English usage, grammar and punctuation; proper spelling of commonly used words

Ability to:

- Maintain supply inventories
- Order supplies as needed
- Perform required tasks in an accurate and timely manner
- Prepare accurate reports and summaries
- Independently adapt/devise methods to verify complex and changing data from various sources
- Operate office equipment to include computers and associated inventory software
- Communicate effectively both in writing and verbally
- Understand and follow written and verbal instructions
- Read and understand technical forms and receipts
- Organize work responsibilities, set priorities, and adjust frequently to changing priorities; meet critical deadlines; complete job assignments without close supervision
- Contribute effectively to the accomplishment of team or work unit goals, objectives and activities
- Use computers, telephones, copiers, facsimile machines and other office equipment
- Add, subtract, multiply and divide numbers accurately
- Handle and distribute hazardous material in compliance with the Occupational Safety and Health Act of 1970 (OSHA)

Training and Experience Guidelines**Training:**

Equivalent to completion of the twelfth grade

Experience:

Two (2) years of experience with inventory or supply clerk experience with a low level of procurement functions. Experience in a public agency or medical supply clerk experience is highly preferred.

Working/Physical Conditions

- Work in a warehouse setting
- May travel from site to site for extended periods of time in a variety of weather conditions
- Must be able to handle materials, push/pull loaded carts, hand trucks (dolly) or bins with a force of up to 30-50 pounds, carry 5-30 pounds, lift up to 30-40 pounds, and grip up to 15 pounds, repetitively. Must be able to kneel, squat and climb on a regular basis.

License or Certificate:

Possession of or ability to obtain and maintain an appropriate, valid Nevada driver's license as a condition of employment.

Special Notes and Requirements:

Physical ability to perform office and related work, including operating computers and office machines; stamina to sit for extended periods of time; strength to lift and maneuver materials weighing up to 40 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

**SOUTHERN NEVADA
HEALTH DISTRICT**

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

In addition to the standard Incident Command System courses initially required of all new employees, this position additionally requires completion of ICS 300 and 400 before the end of twelve (12) months of employment.

FLSA Non-Exempt
Bargaining Unit Eligible
Schedule 15
Approved by DOA 8/2014