

Stock Clerk II
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=256336>

Downloaded On: May. 1, 2025 8:28pm

Posted Apr. 30, 2025, set to expire May 12, 2025

Job Title Stock Clerk II
Department Administrative/Personnel Services
Institution San Diego Community College District
San Diego, California

Date Posted Apr. 30, 2025

Application Deadline 05/12/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Stock Clerk II

San Diego Community College District

Closing Date: 5/12/2025

Position Number: 00120468

Location: San Diego City College

Position Type:

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Classified

The Position:

Posting Details (Default Section)

Closing Date: 05/12/2025 Open Until Filled No Classification Title Stock Clerk II Working Title Stock Clerk II Recruitment Limits Location San Diego City College Pay Information Range 24 (\$5,350.77-\$7,026.74) per month based on the [2024 Classified salary schedule](#). New employees will begin on Step E (\$5,350.77). Step placement is non-negotiable. Promoted or transferred employees will be placed as specified in the current [Classified Bargaining Agreement](#). This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 Months Position Number: 00120468 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 24 Department Administrative/Personnel Services The Position Applications are currently being accepted for Stock Clerk II in the Receiving Dept, located at City College/Campus operations. Hours are Monday-Friday 0800-1630. Selected candidate must be willing to adjust workdays/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor. Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications Knowledge: Basic math. Basic regulations and practices related to the shipping and receiving of merchandise. Computer applications, including word processing, spreadsheet, and databases. Customer service and interpersonal skills using tact, patience, and courtesy. Inventory and quality control. Laws, regulations, and policies governing the proper storage of certain high-risk supplies, including alcohol, firearms, or flammable materials. Laws, regulations, and safety practices related to the use and operation of equipment, such as the delivery truck, van, hand truck, pallet jack, and forklift. Modern storekeeping methods and practices. Oral and written communication skills. Principles and practices of training and work direction. Record-keeping techniques. Skills and Abilities: Analyze situations accurately and solve problems decisively. Communicate effectively both orally and in writing. Establish and maintain effective working relationships with others. Estimate and order adequate stock levels. Explain and apply policies, procedures, and regulations. Implement the

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operation of a store's facility. Operate a variety of equipment including pickups, delivery trucks, delivery carts, forklifts, computers, printers, copiers, fax machines, and calculators. Prepare clear, accurate, and timely records and reports on stockroom contents. Provide assistance to college administrators and staff. Train and provide work direction to others. Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures. Work reliably under minimal direct supervision. License: Valid California driver's license. Training and Experience: Any combination equivalent to completion of high school or GED certificate equivalent and one year of experience at the level of Stock Clerk-I or sufficient training and experience to demonstrate the knowledge and abilities listed above. Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application. Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

Application materials sent via mail, fax, or email will not be accepted. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Cover Letter;
3. Resume; AND,
4. Three (3) References included within the online application.
5. Licenses/Certificates/Credentials (Optional).

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Tentative Timeline (Subject to Amendments) 05/12/2025 Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information.

Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01777

Major Responsibilities:

Qualifications:

Desired Qualifications:

Knowledge: Basic math. Basic regulations and practices related to the shipping and receiving of merchandise. Computer applications, including word processing, spreadsheet, and databases. Customer service and interpersonal skills using tact, patience, and courtesy. Inventory and quality control. Laws, regulations, and policies governing the proper storage of certain high-risk supplies,

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including alcohol, firearms, or flammable materials. Laws, regulations, and safety practices related to the use and operation of equipment, such as the delivery truck, van, hand truck, pallet jack, and forklift. Modern storekeeping methods and practices. Oral and written communication skills. Principles and practices of training and work direction. Record-keeping techniques. Skills and Abilities: Analyze situations accurately and solve problems decisively. Communicate effectively both orally and in writing. Establish and maintain effective working relationships with others. Estimate and order adequate stock levels. Explain and apply policies, procedures, and regulations. Implement the operation of a store's facility. Operate a variety of equipment including pickups, delivery trucks, delivery carts, forklifts, computers, printers, copiers, fax machines, and calculators. Prepare clear, accurate, and timely records and reports on stockroom contents. Provide assistance to college administrators and staff. Train and provide work direction to others. Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures. Work reliably under minimal direct supervision. License: Valid California driver's license. Training and Experience: Any combination equivalent to completion of high school or GED certificate equivalent and one year of experience at the level of Stock Clerk-I or sufficient training and experience to demonstrate the knowledge and abilities listed above.

Licenses:

Pay Information:

Range 24 (\$5,350.77-\$7,026.74) per month based on the [2024 Classified salary schedule](#). New employees will begin on Step E (\$5,350.77). Step placement is non-negotiable. Promoted or transferred employees will be placed as specified in the current [Classified Bargaining Agreement](#). This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefits.

To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Administrative/Personnel Services
San Diego Community College District

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