

August 19, 2019

**TITLE:** Distribution Clerk  
**EMPLOYMENT TYPE:** Non-Exempt  
**DIVISION:** Communications  
**APPLICATION DEADLINE:** Friday, September 6, 2019 (Including Supplemental Questionnaire)  
**PAY RANGE:** \$21.32/hour - \$33.98/hour (\$44,349 - \$70,690/year)  
**WORK LOCATION:** San Carlos, CA  
**WORK SCHEDULE:** Full-Time

**JOB SUMMARY:** The Distribution Clerk position reports to the Supervisor, Distribution and is responsible for ensuring customer satisfaction by distributing 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 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 supplies 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 Distribution car pool and General Manager's car.
- Interact professionally with internal and external customers.
- Perform other duties as assigned.

**SUPERVISION:** Works under the general supervision of the Supervisor, Distribution, who establishes goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. 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 a 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:**

- Must be able to obtain a forklift certification
- Experience working with Inventory systems is preferred
- Proficient in Microsoft Office Suite (MS Word, Excel and Outlook)

**SELECTION PROCESS MAY INCLUDE:**

- Applications will be screened for completeness and minimum qualifications.
- Written and/or skills assessment examination.
- Finalists will be interviewed by a screening and selection panel.
- Must pass background investigation including medical evaluation.

**CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

Holidays: Seven paid holidays, plus up to five floating holidays per year  
Time Off: 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  
Pension: Social Security and California Public Employees Retirement Systems (CalPERS)

- 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:**

*Although we encourage applicants to apply online, we are still accepting paper applications.*

- Apply 24 hours a day through our online application system at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html) or complete a SamTrans Employment Application per instructions printed on the application. You must submit a completed application to be considered for this position. Incomplete or late applications will not be considered.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Whether applying online or with a paper application, your completed application package must be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.
- You may call (650) 508-6308 to verify your online or paper application has been received.

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 call (650)508-6308.  
SamTrans is an Equal Opportunity Employer.

**San Mateo County Transit District**  
**Distribution Clerk**  
**Supplemental Questionnaire 2019**  
**To be completed by: Friday, September 6, 2019**

**GENERAL INFORMATION:** Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Candidates who respond to questions with, “see application” or “see resume” will not have their supplemental questionnaires evaluated and will be eliminated from the selection process. You must complete this supplemental questionnaire, in addition to the SamTrans application.

**DIRECTIONS:** Please answer all of the questions below. Your responses and other application materials will be assessed for content, as well as organization, clarity, and conciseness. It is not necessary to have a background in all of the areas listed in order to be considered for employment in this position. Candidates possessing the best job related qualifications will be invited to continue in the selection process. **In answering questions below, be sure to indicate your employer, dates of employment with the employer, and your job title for the experience described, as applicable:**

- 1) Do you have a valid California driver’s license with a good driving record?  
Yes    No
  
- 2) Do you have experience performing data entry into an inventory system?  
Yes    No
  
- 3) Do you have two (2) or more years’ experience sorting and distributing mail?  
Yes    No
  
- 4) Do you have experience providing customer service to the public and co-workers?  
Yes    No
  
- 5) Do you have experience working with Microsoft Excel?  
Yes    No
  - If your answer is yes, how would you describe your experience level?  

Beginner      Intermediate      Advanced