

POSITION ANNOUNCEMENT

State University of New York
College of Environmental Science and Forestry
1 Forestry Drive, Syracuse, New York 13210-2778

September 13, 2021

LOCATION/UNIT: Business Office – Shipping & Receiving

TITLE/SALARY GRADE: Office Assistant 2 Stores/Mail, SG-9

DURATION: Contingent Permanent

SALARY: \$ 37,507 annual (NOTE: current or reconstructed salary for state employees in accordance with NYS Audit and Control)

POSITION DESCRIPTION:

- Receive, store and distribute goods, materials, equipment and records.
- Cross train in the mailroom
- Load, unload and physically handle equipment, furniture, supplies, etc. Requires the operation of forklifts and pallet jack, warehouse equipment, vans and trucks.
- Rotate stock in storage areas as required.
- Maintain computerized records or logs of items shipped, delivered or received.
- Prepare various reports related to material received and distributed.
- Provide support and backup for the mailroom.
- Communicate with agency staff, users, vendors, manufacturers, shippers and other interested parties to resolve discrepancies, and problems relevant to the ordering, receipt, shipping and delivery of goods, materials, supplies, equipment, etc. (i.e., damaged goods, incomplete orders, and incorrect shipments).
- Verify that orders received conform to purchase requisitions.

OPERATIONAL NEEDS: Monday - Friday 7:30 AM – 4:00 PM.

MINIMUM QUALIFICATIONS:

- Must be reachable on current Office Assistant 2 Stores/Mail, SG-09 list or currently hold the title Office Assistant 2 Stores/Mail, SG-09 or a title from which transfer is appropriate.
- New York State Driver's License required.
- Ability to drive a forklift.

PREFEPPED QUALIFICATIONS:

- Must be very organized and comfortable working in a dynamic environment of continued receipt and distribution of packages and mail.

- Must be physically able to perform medium to heavy physical labor and able to lift heavy packages.
- Experience working in a mailroom or with mail machine equipment is preferred.
- Candidate must be able to provide good customer service and the ability to work in a team environment.
- Candidate must be able to understand and carry out written or oral instructions

APPLICATION PROCEDURE: Employment application is required to be submitted on-line at <https://www.esf.edu/hr/>

APPLICATION DEADLINE: September 28, 2021

Approval must be granted by Civil Service prior to filling this position pending clearance of re-deployment roster, transfer list, preferred list, reemployment roster, or placement roster.

In accordance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” institutions of higher education are required to prepare an annual report containing information on campus security policies and campus statistics. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by SUNY-ESF; and on property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a printed copy of this report by contacting SUNY-ESF University Police at 315-470-6667 or by accessing the following web site:

<http://www.esf.edu/univpolice/crimereports/>

SUNY ESF is a Smoke and Tobacco Free campus and is dedicated to providing a healthy and safe environment for the entire campus. For more information you can visit our Tobacco and Smoke Free Policy at [https://www.esf.edu/au/documents/ESF Tobacco Free.pdf](https://www.esf.edu/au/documents/ESF_Tobacco_Free.pdf)

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Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.