

## POSITON DESCRIPTION

<b>Job Title</b>	Receiving Clerk
<b>Job Description</b>	Ensure that all receiving practices comply with state laws. Responsible for verifying the proper delivery of equipment, machinery, supplies, commodities, materials, or services.
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Verify and maintain records of incoming county purchases. Prepare items for shipment following procedures prescribed by the Department of Audit.</li> <li>• Compare identifying information and count, weigh, or measure items of incoming and outgoing shipments to verify against bills of lading, invoices, orders, or other documents for all county purchases.</li> <li>• Determine appropriate methods of shipment, using knowledge of shipping procedures, routes, and rates; affix shipping labels and packing documentation to cartons or items.</li> <li>• Communicate with the Purchasing Clerk and provide written status reports for Receiving Department processes on a monthly basis.</li> <li>• Oversee County Administration Mail Service.</li> </ul>
<b>Requirements &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Ability to obtain a bond with a penalty equal to \$75,000</li> <li>• Complete a professional education course within one year of employment, as required by state statute.</li> <li>• Must be knowledgeable of all purchasing and receiving laws for the State of Mississippi.</li> <li>• Strong record- keeping skills</li> <li>• General understanding of County Government functions and procedures.</li> <li>• Supervisory ability.</li> <li>• Basic knowledge of computers and data entry processes.</li> </ul> <p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>• Associate Degree from an accredited college (2-year program).</li> <li>• At least 3-years' experience in an office environment.</li> <li>• At least 1-year of supervisory experience.</li> </ul> <p><b>Preferred Qualifications</b></p> <ul style="list-style-type: none"> <li>• 5-years of experience in business systems or government operations.</li> </ul>
<b>How to Apply</b>	<p>Visit <a href="https://www.ccmsgov.us/">https://www.ccmsgov.us/</a> select the FORMS tab and complete the online Job Application</p> <p><b>Deadline to apply:</b> Friday, August 22, 2025 by 5:00 PM</p>