

SCIENCE KIT ASSEMBLER  
(BOCES #1-Yorktown)

GENERAL STATEMENT OF DUTIES: Receives, stores and assembles supplies for science kits for distribution to school districts; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents of this class perform routine manual work in the handling of stock for BOCES Science Center. Incumbents prepare the kits for the assigned districts according to the schedule and packing sheets. Work involves all phases of a distribution center (receipt, storage, packing and unpacking, distribution). Incumbents may operate a forklift, hand-truck and/or pallet jack and must be willing to work in all weather conditions. Supervision is not a responsibility of the position.

EXAMPLES OF WORK: (Illustrative Only)

Makes cartons and labels;

Packs and assembles cartons according to requirements of packing sheet;

Assists in loading and unloading trucks for receipt and delivery of merchandise and supplies;

Stores supplies on shelves; Lifts cartons and supplies;

Sorts, counts and pulls merchandise for assembly of kits;

Operates hand-trucks and pallet jacks to move boxes from one area to another; operates a forklift, as needed;

Maintains an organized work area;

May be required to wash science containers when returned to center to refurbish kits, if needed;

Works in all types of weather, moving from one building to another in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to understand and carry out oral and written instructions; ability to write and to count; ability to get along with well with others; accuracy; alertness; physical strength sufficient to lift and carry moderately heavy cartons for short distances; integrity; good organizational skills; physical condition commensurate with the demands of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma or an equivalent amount of experience and training sufficient to indicate ability to perform the work.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

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J.C.: Non-Competitive  
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Job Class Code: S119