

HERKIMER COUNTY

JOB OPENING

Department: Herkimer College

Title: **Shipping & Receiving Clerk**
Permanent Opening, Full Time Position

Salary: **\$42,500.00 (2026 base pay rate)**

This position may be filled from a certified list of eligibles or with exception that a person may be eligible for promotion, transfer or reinstatement according to civil service rules.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve the centralized receipt, inspection, documentation, distribution, and shipping of goods. This position is responsible for accurate inventory control, timely delivery of goods and materials to departments and compliance with institutional policies and New York State procurement and property control requirements. The work is performed under the direct supervision of a higher-level maintenance employee. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in shipping & receiving, inventory control, or building maintenance activities.

Note: Thirty (30) semester credit hours can be substituted for the one year of experience listed above.

SPECIAL REQUIREMENT: Where required, possession of a valid NYS Driver's License at the time of appointment and maintained throughout employment.

CONTACT

for further information: Lori Nichols, Director of Human Resources
Herkimer College
100 Reservoir Road
Herkimer, NY 13350
315-866-0300 x8329

Please Post for 10 Working Days (4/27/2026 through 5/8/2026)