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Class Specifications  
for the Class:

FOREIGN-TRADE ZONE WAREHOUSE WORKER  
(FTZ WAREHOUSE WORKER)

**Distinguishing Characteristics**

Operates A forklift to receive, remove and relocate merchandise in a foreign-trade zone as a regular and continuing work assignment. Positions also safeguard merchandise through pertinent marking, recordkeeping and physical inventory procedures, and oversight of persons in work areas; sign Zone, U.S. Customs and other forms as Zone representative, and assist customers and their employees in the completion and processing of Zone, U.S. Customs and other forms.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Receives cargo, verifies contents and documents, reports exceptions and signs to accept merchandise; operates forklift to store merchandise in warehouse, assigning to appropriate location based on type of merchandise, turnover rate, storage requirements and ease of removal; marks merchandise with zone lot numbers, and attaches other identification; locates and withdraws merchandise from warehouse based upon customer's request; reports damages and discrepancies, and obtains written approval of release from U.S. Customs Service on all inbound/outbound merchandise; operates forklift to relocate, restack and consolidate zone lots to maximize use of space and maintain orderly condition; updates physical inventory records to account for all received and issued merchandise each day, and posts correct inventory from receiving and delivery tag records; checks inventory of each zone lot, notes discrepancies and verifies with zone lot folders; maintains awareness of unauthorized persons in work areas, and safeguards merchandise and zone property; instructs laborers and others in stuffing and unstuffing shipping containers and stacking of merchandise on pallets; instructs customers and their employees on the completion of Zone, dray company and U.S. Customs forms; performs operational maintenance on forklifts and performs minor repairs as needed.

**Minimum Qualification Requirements**

Experience and Training: Two (2) years of work experience in the handling and movement of goods and materials involving the operation of one and one-half (1-1/2) to three and one-half (3-1/2) ton capacity, four-wheel forklift equipment, of which one year shall have been in a foreign-trade zone, customs bonded warehouse, or container freight station; or any equivalent combination of training and experience.

Knowledge of: Foreign-Trade Zone and U.S. Customs procedures and recordkeeping pertinent to the work; safe operating practices and procedures used in warehouse operations; operation and operational maintenance of forklift equipment; arithmetic.

Ability to: Understand and adhere to Zone and U.S. Customs requirements; operate forklift equipment skillfully and safely; lift and manipulate heavy cartons and merchandise; deal effectively and courteously with customers, customs officials and others; maintain simple records, take physical inventory, and make arithmetic computations.

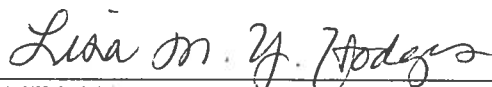
**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the class specifications for the class FOREIGN TRADE ZONE WAREHOUSE WORKER (FTZ WAREHOUSE WORKER) which were approved on March 12, 2014; and a change in class title to FOREIGN-TRADE ZONE WAREHOUSE WORKER.

Date Approved: 11/4/10

  
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for JAMES K. NISHIMOTO, Director  
Department of Human Resources Development