

SCALE CLERK

The **Scale Clerk** is responsible for, but not limited to, the ticketing of inbound dump load activities.

Major Duties and Responsibilities:

- Responsible for ticketing inbound loads of material by type and reconciling tickets daily.
- Recognizes material qualities and quantities for correct classification.
- Communication with yard personnel to establish delivery schedules according to factors such as truck capacities, delivery site and unloading time.
- Communication with dump inspector to insure the delivery is unloaded in the correct locations depending on type and quality.
- Enters trucks, orders, and scale readings and product receipts for inbound and outbound trucks in JWS.
- Receives cash payments for shipments from drivers and prepares reports of cash and charge sales.
- Maintain radio contact with drivers to expedite deliveries.
- Runs daily and monthly activity reports.

Required Skill/Knowledge

- Highschool diploma or GED required
- Previous experience with accurate record-keeping and file maintenance as well as cash handling and reconciliation
- Moderate knowledge of Microsoft Office Suite (i.e., Word, Excel and Outlook)
- Working knowledge of State, Federal and local laws and regulations governing operation of State certified truck scales principles and practices
- Previous knowledge of ticketing software a plus