

STOCK CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class is responsible for handling materials, supplies, and equipment that are received, stored, and disbursed from a central storage area. Work involves the maintenance and upkeep of the area and equipment used and maintaining automated records, as required. This class may be required to operate an automobile, van or other power driven equipment. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Operates hand and power driven equipment to pick up and convey materials to storage areas or to platforms for storage and/or delivery;

Operates automotive equipment and makes deliveries of forms, supplies and equipment;

Performs duties relative to the maintenance and movement of all stored items, including rotation of items and ensuring appropriate shelf life of items;

Examines received items to match against purchase orders and requisitions;

Receives, processes, and fills requisitions for supplies;

Prepares requisitions to replenish routine stock items;

Maintains automated inventory records, as needed;

Performs cleaning and minor maintenance work in assigned areas;

Breaks down bulk items into appropriate sizes for distribution;

Assists in taking annual and other inventories;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Familiarity with modern storekeeping and inventory control methods; ability to maintain inventory records and to make simple arithmetical computations; ability to understand and carry out oral and written instructions; ability to get along well with others; accuracy; alertness; integrity; ability to lift and carry without assistance loads up to 60 lbs. for short distances; ability to move heavier loads using manual and power equipment; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma or trade school course and six months of experience in handling supplies on a large scale, or in purchasing, ordering, receiving, storing or issuing equipment, materials or supplies

SUBSTITUTION: Satisfactory completion of 30 credits* at a recognized college, university or business school may be substituted for the required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license. Licensure must be appropriate to motor vehicles operated.