

## INTERMEDIATE STOCK CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent of this class performs routine manual and clerical duties in connection with the ordering, receipt, storage and issuance of materials and supplies. An incumbent may be assigned a particular section or may assist higher level personnel. In either case, work may involve all phases of the supply procedure (ordering, receipt, storage, distribution) performed in accordance with a prescribed routine and subject to review by a superior. An incumbent also performs cleaning and minor maintenance to their work area and equipment utilized. Supervision is not a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists with ordering, receiving, storing and issuing materials, supplies, parts and equipment;

Maintains stored items in their proper order and location;

Maintains records of stock received and/or issued;

Assists in taking stock of all materials, supplies, parts and equipment periodically and/or annually;

Picks up material and transports to storage or to platforms for delivery;

Assists in the preparation of requisitions for materials, supplies, parts and equipment;

Checks merchandise received against purchase orders and/or requisitions to verify accuracy of shipment;

Receives and files requisitions for materials, supplies, parts and equipment;

Performs cleaning and minor maintenance work in assigned areas or with related equipment;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May be required to drive a car or small truck to pick up or deliver materials, or operate equipment such as a forklift for the handling of heavy materials.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Working knowledge of the methods and practices used in the ordering, receipt, storage and distribution of commodities; working knowledge of general office and purchasing practices; ability to maintain stock records and to make simple arithmetical computations; ability to lift and carry heavy parts; ability to understand and carry out oral and written instructions; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to operate a motor vehicle; accuracy; alertness; integrity; dependable; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) months of experience which involved the handling, ordering, issuing, distribution, or maintenance of supplies, materials, parts or commodities.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

Towns, Villages,  
Cities of Rye & Peekskill,  
Special Districts  
J. C.: Competitive  
FAA9  
1a

Job Class Code: 0195