

STOCK CLERK

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class receives, stores and issues a variety of material, equipment and supplies. This is routine but responsible clerical work in the operation of a storeroom of moderate size. The work is performed under general super-vision, with the employee responsible for application of proper store-keeping methods, and the maintenance of accurate and complete stock records. The work does not involve direct supervision of others. Responsibilities of a Stock Clerk are not as great as those of a Storekeeper, and usually the stores operation is smaller in size. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Receives, stores and issues tools, materials and supplies;
Checks invoices from vendors to insure receipt of materials;
Assists in the maintenance of stock on hand and prepares requisitions for additional stock as necessary;
Helps check quantity and quality of materials and supplies received to see that they conform to orders or specifications;
Helps maintain a variety of records relating to receipt and insurance of stores and supplies;
Prepares outgoing mail for delivery to the post office;
Prepares and packs goods for shipping or delivery and makes transportation arrangements;
Assists in annual inventory of all supplies and stock;
Performs a variety of related clerical and storekeeping tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of storeroom methods and procedures; working knowledge of inventory record keeping and proper controls; working knowledge of basic purchasing practices and procedures; clerical aptitude; good judgment; accuracy; orderliness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma;
OR
- (B) One (1) year of experience reviewing, stocking and issuing supplies and materials on a large scale; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.