

Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 02/16/2018

CENTRAL STORES CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves primary responsibility for performing a variety of clerical and manual activities in a central storeroom by receiving, storing and distributing an extensive and varied stock of supplies and equipment. Although the work is performed with independence in determining methods and procedures used in the storeroom, it is reviewed for efficiency through inspection and accounting controls by a higher level supervisor. The work is performed under the supervision of the higher level supervisor with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision over the work of subordinate employees is not responsibility of employees in this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Receives, checks, stores and issues a wide variety of supplies, merchandise, and equipment;
Checks incoming supplies and equipment against bills, vouchers and requisitions to ensure proper shipment and no damage has been sustained;
Loads and unloads trucks and unpacks, counts, sorts and shelves supplies and materials;
Receives and fills requisitions from existing stores and supplies and maintains accurate records;
Stores supplies on shelves in storeroom and maintains perpetual inventory system to ensure proper stock rotations;
Prepares reports on incorrect or damaged shipments;
Maintains storeroom in a clean and orderly manner by sweeping, mopping and dusting floors and shelves;
Performs a monthly/annual inventory of all items in the storeroom;
Operates a motor vehicle and delivers items as directed;
May mark identifying codes on articles following established procedures;
Ensures stockroom security by admitting only authorized personnel;
Performs a variety of clerical activities related to the work;
Delivers orders, as needed in an emergency.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of methods and practices used in receiving and storing supplies, equipment and materials; working knowledge of inventory control methods and procedures; ability to maintain systematic stock keeping records; ability to operate a motor vehicle; ability to bend, climb and stand for extended periods; ability to lift heavy weights and move bulky supplies and equipment; ability to assist in a mail room and print shop performing a variety of entry level duties; ability to read and use a variety of supply catalogs and manuals.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of experience in storing supplies and materials on a large scale;
OR

continued...

MINIMUM QUALIFICATIONS cont'd:

(B) Three (3) years of experience as described in (A) above.

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

NOTE: Verifiable part-time and/or volunteer experience as described in (A) above will be pro-rated toward meeting full-time experience requirements.

Adopted: 06/02/1988

Revised: 03/02/1994; 06/05/1995; 12/12/2007; 04/19/2011; 02/07/2017; 02/16/2018