

Jurisdictional Class: Competitive
EEO Category: Administrative Support
Adopted: 12/01/2022

SENIOR STORES CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing both manual and clerical duties in ordering, receiving, storing, and issuing supplies and commodities for a department or institution. The incumbent may supervise and participate in all activities for a medium size storeroom. General supervision is received from an employee of higher rank. Supervision may be exercised over a small number of Central Stores Clerks or Laborers. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares requisitions for material to be purchased;
Supervises and assists in receiving, checking, storing, and issuing 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;
Supervises and assists in loading and unloading trucks and unpacks, counts, sorts and shelves supplies and materials;
Maintains accurate records on stock control;
Oversees and assists with storing supplies on shelves in storeroom and maintains perpetual inventory system to ensure proper stock rotations;
Prepares reports on incorrect or damaged shipments;
Oversees and maintains storeroom in a clean and orderly manner by sweeping, mopping and dusting floors and shelves;
Performs periodic inventory of all supplies;
Operates a motor vehicle and delivers items as directed;
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;
May mark identifying codes on articles following established procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of receiving, storing, maintaining, and issuing supplies and equipment; Good knowledge of office terminology, procedures, and equipment; Good knowledge of basic arithmetic; Good knowledge of methods of maintaining stock records and taking inventory; Ability to supervise the maintenance of a stockroom and the filling of requisitions; Ability to maintain files and records and to prepare reports; Ability to manage computer based requisition and electronic based ordering systems; Ability to provide clear and legible handwriting; 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; ability to read and use a variety of supply catalogs and manuals.

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MINIMUM QUALIFICATIONS: Either:

- (A) Completion of sixty (60) semester credit hours from a regionally accredited New York State college or university **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience in office or warehouse work which includes the handling and storage of supplies or merchandise.

SPECIAL REQUIREMENT: 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.

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