

TITLE: STOCK CLERK I

CODE: 10911

DEFINITION

This is routine manual and clerical work in the operation of a small departmental supply unit.

Employees in this class perform manual and clerical tasks in the receiving, storing, shipping, and care of office, laboratory, or hospital supplies, oils and greases, drugs, farm tools, foodstuffs, or related items in central warehouses or supply sections. Work involves responsibility for a small but diversified stores room or specialized stores work involving control of a large amount of a single category of goods. Work includes routine activities in the maintenance of simple stores records. Supervision may be exercised over subordinate employees engaged in related fields. An administrative supervisor makes specific work assignments, leaving to the employee of this class only minor decisions on work methods.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

Directs or participates in all the various activities related to the operation of a small departmental supply unit, including the requisitioning, receipt, storage, inventory, issuance, and shipment of stock.

Receives, checks, and records receipt of goods; stores goods in proper storage places; withdraws goods from stock, checking for required commodity, size, and lot; receives signed delivery tickets and posts to stock record accounts.

Checks, assembles, and packs shipments; contacts transportation companies to arrange for shipping; supervises loading of goods and the maintenance of shipping records.

Stores and maintains tools, supplies, and other equipment; issues or distributes for daily use, and maintains records; receives and stores materials at the end of the day.

Initiates requisitions for replenishing stocks, subject to administrative approval.

Takes or assists in taking physical inventory of stock.

Prepares routine or special reports on activities of supply unit.

Performs related work as assigned.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of storeroom methods and procedures.

Knowledge of kinds and grades of the supplies dealt with.

Some knowledge of basic arithmetical operations required in the maintenance of supply unit records.

Some knowledge of transportation agencies and shipment methods.

Ability to read and understand memoranda, letters, and written instructions encountered on the job.

Ability to make comparisons, such as of shipments with orders, and of inventory lists with supplies on hand, and to identify discrepancies.

Ability to follow oral instructions.

Ability to pack goods properly for shipment.

Ability to keep and file simple inventory and stores records.

Ability to operate a motor vehicle, and to read state, county, and city maps.

QUALIFICATIONS

Any combination of training and experience equivalent to:

Graduation from a standard senior high school.

Some experience in clerical or stockroom work.

SPECIAL REQUIREMENT

Good physical condition to permit the lifting and moving of heavy objects.