

## **STORES CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for clerical and physical work relative to a stock room of parts, supplies and/or materials necessary to the work of one or more departments or divisions. The incumbent enters data into a computer database to maintain and track information relative to the receipt, inventory, distribution and billing of parts, supplies and materials and vehicle repairs. The incumbent also prepares items for delivery and cleans and maintains the stock room. The incumbent may perform miscellaneous duties relative to the department or division the stock room serves. The work is performed under the supervision of a higher level employee, with some leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Receives, stores and issues supplies, parts, equipment, foodstuffs and other materials;  
Checks the quantity and quality of stores and supplies received against purchase orders or requisitions to ensure that they are correct;  
Prepares and maintains stock control records and reports;  
Sets up and maintains records of perpetual inventory for ready reference;  
Locates and arranges to purchase infrequently used parts and equipment not covered by purchasing contracts;  
Maintains maintenance and repair, cost control and warranty records on all pieces of equipment;  
Communicates with vendors and suppliers to ascertain information concerning part prices and availability;  
Maintains adequate stock levels in anticipation of needs;  
Notifies superiors of problems with deliveries such as late deliveries, breakage or incorrect amount of shipment;  
Uses computer and financial software to acknowledge receipt of goods and maintain receiving records;  
Prepares and maintains simple records and reports;  
May telephone vendors to order stock covered by contract;  
May pick up and deliver supplies, parts and equipment.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the methods and procedures used in receiving, storing and issuing supplies and equipment;  
Good knowledge of inventory control methods and record keeping;  
Working knowledge of purchase/requisition procedures;  
Ability to make simple arithmetic computations;

Ability to understand and carry out simple oral and written instructions;  
Ability to prepare and maintain records and reports;  
Ability to lift and carry moderately heavy weights;  
Ability to perform close detail work involving considerable visual effort and strain;  
Ability to operate a computer terminal;  
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;  
Willingness to respond to emergencies and work overtime;  
Clerical aptitude;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two years of experience in receiving, storing and issuing supplies and equipment.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level Motor Vehicle Operator's License.