

STOCK CLERK

GENERAL STATEMENT OF DUTIES: Receives, stores and issues a variety of stores, equipment and supplies and keeps stock records; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine but important clerical work in the operation of a central storeroom of moderate size. Stock handled includes a variety of medical, surgical, patient care, mechanical, custodial or office supply items of considerable value. Work is performed under general supervision, the employee being responsible for application of proper storekeeping methods and the maintenance of accurate and complete stock records. Work does not involve direct supervision of others.

EXAMPLES OF WORK: (illustrative only)

- Receives, stores, and issues materials, and supplies;
- Checks quantity and quality of stocks received to see that they conform to orders specifications;
- Maintains inventory of stock on hand and prepares requisitions for replenishment;
- Develops efficient store methods, in allocation of proper bins or storage place assignments;
- Maintains a variety of records of supplies received and issued, work performed, time records, and makes reports as required;
- Prepares and packs goods for shipping or delivery and makes transportation arrangements;
- Performs a variety of related clerical and storekeeping tasks.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of storeroom methods and procedures; some knowledge of inventory record keeping and proper controls; some knowledge of purchase and requisition procedures; clerical aptitude; good judgement; honesty; reliability; accuracy; orderliness; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Either:

- (A) Graduation from high school and one year of experience in stockroom work: or
- (B) Any equivalent combination of training and experience.