

STOCK CLERK

DEFINITION

Under immediate supervision, ensures that an adequate amount of supplies, tools and equipment are available for use by City departments.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Performs routine clerical and manual work in receiving, storing and issuing supplies, tools and equipment. Orders, receives, unpacks, checks, stores and issues goods, supplies and equipment. Checks quantity and quality of goods for conformance to purchase orders and requisitions; follows up on orders placed to ensure delivery. Issues expendable supplies and materials according to order. Segregates and stores salvage material. Assists in taking physical inventories. Maintains records on receipt, storage and issuance of goods by performing data entry tasks. Receives, sorts and labels hazardous materials in preparation of storage and disposal. Orders fuel for the Corporation Yard Fuel Station and maintains records of fuel inventory and usage. Performs physical labor in the movement and placement of warehouse materials. Operates a truck and forklift for pickup and delivery of materials. Performs miscellaneous routine cleanup duties to maintain warehouse and storage yard in neat and orderly condition. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The work of this class is routine clerical and manual work of a varied nature involved in the handling, checking, storage, and issue of material; as well as related clerical work in maintaining control records requiring the application of judgment based upon knowledge gained through experience. Decisions are made in accordance with established precedence and department policies and procedures.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and experience equivalent to graduation from high school and some warehouse or stocking experience; or any equivalent combination of experience and education which will provide the desirable knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Stockroom and clerical methods and procedures; computer usage.

Skill in: Operation of a calculator.

Ability to: Maintain accurate records; make simple computations rapidly; lift and move objects of medium to heavy weight for considerable periods of time; perform routine cleaning and maintenance work; establish and maintain effective working relationships; drive a light truck.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Driver's License. Must be able to lift 60-pound objects. Must be able to respond to emergency call-back-duty.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS:

The successful performer is a self-starter with good communication skills, is cooperative and has a strong customer service orientation. This individual organizes time to accommodate the demands of several on-going assignments, is innovative, yet sensitive and responsible to team objectives.

Class title established by Council Resolution No. 58-281,
effective 11-1-58

Class spec revised and approved through 1986-87
Clerical Study Process; revised 6/94.

Reviewed: 10/03
ADA approved: 10/03