

## STORES CLERK

### NATURE OF WORK

This is a responsible technical and clerical position maintaining a storeroom and/or supply yard including the use of bookkeeping principles and practices. This is the top classification in a series of two.

Work involves responsibility for the ordering, receipt, storage, maintenance and issuance of supplies, materials and equipment. Work includes maintaining inventory records and initiating purchase requisitions for replenishing stock. Employees in this class work independently consulting supervisors about major problems. Supervision is received from a supervisor who reviews inventories, records and reports. Supervision may be exercised over subordinate stores clerks and other personnel.

### EXAMPLES OF WORK PERFORMED

Participates in receiving, unpacking and storing materials in an orderly and convenient manner, codes items for easy identification and inventory control.

Maintains inventory of supplies, equipment, and other items; keeps records of goods received, checked out and returned; uses computer to control inventory.

Examines incoming shipments for quantity, quality and damage; verifies invoice; records discrepancies and notifies vendor; authorized payment of bills after confirming proper shipment.

Fills orders over the counter; checks out tools and equipment as needed.

Initiates purchase requisitions in order to replenish supplies; calls vendors for price quotes.

May supervise subordinate employees.

Keeps place of work clean; sweeps floor and dusts furnishings; rearranges shelves.

May order and issue gasoline and oil.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of equipment, supplies, tools, parts and materials stored in stock room and/or supply yard.

Considerable knowledge of bookkeeping principles and practices as they apply to stores work.

Ability to organize and maintain an efficient inventory.

Ability to prepare and keep routine stores records and reports.

Ability to perform heavy manual labor including lifting.

Ability to deal tactfully and courteously with employees, vendors, suppliers, contractors, and the general public.

Ability to communicate both orally and in writing.

Ability to evaluate products for economy, efficiency, and suitability.

Ability to train and supervise subordinate employees.

#### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent and two years of experience performing manual and clerical work in a storeroom or supply yard; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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