

CLASSIFICATION: STOCK CLERK I

Class Code: 8481-03

Date Established: 07-01-50

Occupational Code: 1-3-4

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To receive, store and issue materials and equipment following prescribed instructions in a warehouse or stockroom.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Receives, unpacks and stores a variety of goods and supplies in proper storage places.
- Checks incoming materials against invoices and orders to ensure that the correct amount and items are as ordered.
- Weighs or counts outgoing shipments as required.
- Issues items from storeroom or warehouse on approved requisitions.
- Assembles and packs stored goods or materials.
- Keeps receiving and shipping records.

DISTINGUISHING FACTORS:

Skill: Requires minimal skill in performing a series of routine procedures OR in operating equipment according to standardized instructions.

Knowledge: Requires common sense understanding of instructions in performing a series of routine procedures.

Impact: Requires minimal responsibility for contributing to agency objectives by supporting or performing routine work activities within a small organizational unit. Errors at this level are of minor consequence and are readily detected through frequent checking or inspection.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires minimal personal interaction or communication, including providing simple information in response to routine questions from employees within the agency.

Complexity: Requires a minimal combination of job functions, including performing frequently repeated tasks according to set procedures and standardized situations.

Independent Action: Requires minimal choice in performing routine duties under immediate supervision and in following simple instructions according to standardized policies and procedures.

MINIMUM QUALIFICATIONS:

Education: Completion of two years of high school or its equivalent.

Experience: No experience required.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of various kinds of materials, foodstuffs, maintenance and athletic equipment or office supplies. Skill in packing and storing items. Ability to follow simple oral or written instructions. Ability to perform manual labor. Ability to maintain simple records. Ability to establish and maintain harmonious working relationships with other employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.