

**CLASSIFICATION:** STOCK CLERK II

**Class Code:** 8482-08

**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, issue, and deliver materials and equipment in a warehouse, stockroom, or storage area, and keep inventory records of incoming/outgoing shipments.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- o Checks records of stock received and shipped, and completes invoices indicating item cost.
- o Checks estimates of stock needs to maintain adequate inventory levels.
- o Receives, stores, and issues materials and equipment in a warehouse, stockroom or storage area.
- o Follows transportation schedules for shipment of stock, and completes necessary shipping documents.
- o Operates equipment such as burster, folders, insert machines, computer or typewriter.
- o Transfers classified materials for storage or destruction in accordance with department and federal policy.

---

**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

**Knowledge:** Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

**Impact:** Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**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 obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

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

**Independent Action:** Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

**MINIMUM QUALIFICATIONS:**

**Education:** Completion of high school or G.E.D. equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** One year's experience as a stock clerk. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Valid New Hampshire driver's license if required to deliver equipment and supplies for the department.

**RECOMMENDED WORK TRAITS:** Knowledge of stockroom methods and procedures. Knowledge of inventory records maintenance and computer inventory control and control methods. Ability to determine quality of materials to ensure that items meet prescribed specifications. Ability to assign work, instruct and check the work of others. Ability to perform manual labor in lifting of heavy objects. Ability to follow instructions received in oral and written form. 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.