

CLASSIFICATION: STOCK CLERK III

Class Code: 8483-11

Date Established: 07-01-51

Occupational Code: 1-3-4

Date of Last Revision: 1-9-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To monitor the receipt, storage and distribution of equipment and supplies in a warehouse, stockroom, or storage area.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- o Monitors inventory levels and stock records to ensure accurate records and avoid supply shortages.
- o Monitors and verifies periodic inventory counts of all items in storage.
- o Determines where stock is to be stored and monitors stock rotation.
- o Maintains records of stock received, stock shipped, costs of materials, invoices of shipments, and miscellaneous costs.
- o Prepares estimates of stock needs to maintain adequate inventory levels.
- o Arranges transportation schedules for shipment of stock, and monitors the handling of shipping documents.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

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 combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school, G.E.D. or it's equivalent, with some courses in business or bookkeeping. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience in inventory control or stock record keeping, one year of which shall have been in a supervisory/monitoring capacity.

License/Certification: Valid New Hampshire driver's license if required to deliver equipment and supplies to inter-department or district offices.

SPECIAL REQUIREMENTS:

For appointment consideration, Stock Clerk III applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

RECOMMENDED WORK TRAITS: Extensive knowledge of stockroom methods and procedures. Extensive knowledge of inventory records, maintenance 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 heavy objects. Ability to follow instructions received in oral and written form. Ability to establish and maintain effective 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.