

STOCK CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs moderately difficult manual and clerical duties in connection with the ordering, receipt, storage and issuance of materials and supplies. In addition, the incumbent may maintain records of materials usage and/or maintenance records (i.e., automotive equipment, reproduction equipment, etc.) Inventory control and maintenance records may be kept manually or through the use of computer software program(s). Work is performed in accordance with a prescribed routine and in accordance with State and local regulations. Supervision may be exercised over an Intermediate Stock Clerk. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Orders, receives, stores and issues materials, supplies, parts and equipment;

Maintains an appropriate amount of materials, supplies, parts and equipment inventory and keeps them stored in their proper order and location;

Maintains records of parts issued, their demand and their usage;

Takes stock of all materials, supplies, parts and equipment periodically and/or annually;

Picks up material and transports to storage or to platforms for delivery;

Prepares and maintains requisitions and processes purchase orders for materials, supplies, parts and equipment;

Liaison with vendors to request price quotes, confirm parts availability and compatibility as well as track the status of orders;

Checks merchandise received against purchase orders/requisitions to ensure accuracy of shipment;

Receives and files requisitions for materials, supplies, parts and equipment;

Performs other semi-complex manual or clerical work related to stock-keeping process, such as posting information concerning supplies to appropriate records and providing periodic equipment performance reports, cost reports, inventory reports or fuel usage reports;

Performs cleaning and minor maintenance work in assigned areas or on related equipment;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May be required to drive a car or small truck to pick up or deliver materials, or operate equipment such as a forklift for the handling of heavy materials;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

May maintain equipment preventative maintenance schedules.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Good knowledge of the methods and practices used in the ordering, receipt, storage and distribution of commodities; good knowledge of general office and purchasing practices; ability to maintain stock records and to make simple arithmetical computations; ability to lift and carry heavy parts; ability to understand and carry out oral and written instructions; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to operate a motor vehicle; accuracy; alertness; integrity; dependable; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience which involved the handling, ordering, issuing, distribution, or maintenance of supplies, materials, parts or commodities.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.