



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

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**TITLE:** STOCK CONTROL CLERK (Provisional\* Appointment)

**SALARY:** \$28,613 - \$36,289 annually (2018)

**LOCATION:** Monroe County Department of Environmental Services

**HOURS:** Normally Monday - Friday (40 hours per week) but could be any shift deemed necessary by the department.  
Call-ins, standby, overtime, weekends, and holidays may be needed or required.

**JOB SUMMARY:**

This position is responsible for compiling records concerned with ordering, receiving, storing and issuing materials, supplies and equipment for a large stockroom in a department or agency. The employee assists in inventory control. Work may also involve shelving and issuing stock. The Stock Control Clerk differs from the Stock Clerk position by virtue of its focus on recordkeeping and inventory control responsibilities. The employee may be required to lift approximately fifty (50) pounds. The employee reports directly to, and works under the general supervision of, the stockroom supervisor or other higher level staff member. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Three (3) years paid full-time or its part-time equivalent experience in either purchasing, storehousing, or warehousing activities that involved all of the following: ordering, receiving, storing and issuing supplies and materials, one (1) year of which must have involved recordkeeping or bookkeeping responsibilities using a computer keyboard; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year of experience as defined in (A) above that involved recordkeeping or bookkeeping responsibilities using a computer keyboard; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Re-Posting Date:** January 5, 2018

**Posting Deadline:** Until Filled

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.