

## **STOCK CLERK**

Code No: 3-05-138  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a generic stock clerk title used by the various jurisdictions serviced by Monroe County. The title describes stocking activities of receiving, storing, processing, and disbursing. The Stock Clerk performs duties such as receiving and storing stock, issuing stock, record-keeping for inventory control. Some employees of this class are assigned to the central storehouse for entire jurisdictions while others are assigned to the stockrooms of particular departments. Work is performed under direct supervision of a high-ranking stores personnel or administrator. A Stock Clerk differs from Supervising Stock Clerk by virtue of the Supervising Stock Clerk's greater responsibility in warehousing operation, supervision activities, and direct purchasing of stock items. Some Stock Clerks may be required to operate mechanical storehouse equipment and move weights of several hundred pounds. The incumbent may be exposed to inclement weather conditions. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Receives written and called-in supply and equipment requisitions, fills and records orders, and prepares supplies for shipping or delivery;

Receives shipments from vendors, unloading material, checking shipping orders against purchase orders, recording received goods, and signing delivery sheets;

Prepares supplies by accounting and weighing, packaging and labeling;

Checks shipments for quality, condition, and accuracy; records damages and shortages, and inform supervisor;

Stocks storehouse or stockroom by placing supplies and equipment in designated bulk storage areas or in open stock;

Opens bulk packaged stock and unpacks supplies, breaks supplies into units of issuance, and stock shelves;

Completes entries and files inventory records, assists in taking periodic physical inventory;

Performs basic data entry on a computerized inventory control system;

Cleans work area and performs routine maintenance chores;

Delivers supplies directly to user departments or to a central shipping area or distributes supplies at a counter;

Operates or use a variety of storehouse equipment, such as hand jack and fork lift, hand cart and lat truck, and pallet stacker;

Loads and unloads trucks.

Picks up material at suppliers;

Performs routine maintenance on small equipment and tools.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of methods and practices used in receiving, storing, processing and issuing supplies and equipment; working knowledge of perpetual inventory control equipment; working knowledge of perpetual inventory control systems; skill in the operation of mechanical storehouse equipment; ability to keep accurate records; ability to perform basic data entry; ability to follow oral and written instructions; ability to make arithmetical computation; ability to follow safety procedures in placing and moving of stock; clerical aptitude; accuracy; manual dexterity; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Completion of the eighth grade and six (6) years full-time experience or its part-time equivalent experience in warehousing or stores functions such as receiving, storing and issuing stock, and maintenance of inventory records; OR,
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years full-time experience or its part-time equivalent experience as described in (A); OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Educational training beyond high school may be substituted on a year-for-year basis.

**SPECIAL REQUIREMENTS:** Medical examination involving test of fitness to lift weight may be required and administered by the jurisdictions prior to appointment.

**REVISED:** June 20, 1980

**REVISED:** April 2, 1981

**REVISED:** May 14, 1992

**REVISED:** April 13, 1994