

## **STOCK CONTROL CLERK**

Code No. 4-05-153

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** 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.

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

Compiles data from records and documents such as shipping and receiving papers, requisitions, contracts, and accounting reports;

Posts information to ledgers or other records using a computer;

Keeps back-order file and releases back orders when available;

Compiles stock control records, consumption data and consumption rates for use in establishing stock levels or replenishment needs;

Prepares requisitions, orders or other papers for purchasing or requisitioning new or additional stock items;

Delivers supplies to various locations within the jurisdiction;

Compares stock numbers, authorized substitutes and other information with catalogs and other references to verify the accuracy of requisitions;

Assists supervisor with inventory activities;

Receives shipments, unloads materials, checks shipping orders, and stocks supplies and equipment;

Issues materials and supplies;

Operates or uses a variety of storehouse equipment, such as hand jack and fork lift, hand cart and flat truck.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of recordkeeping practices and techniques; good knowledge of office practices and equipment; good knowledge of perpetual inventory control systems; working knowledge of the methods and practices in receiving, storing, processing and issuing supplies and equipment; ability to maintain records and prepare reports; ability to

operate mechanical storehouse equipment; ability to follow safety procedures in placing and moving stock; ability to operate a computer keyboard for data entry; clerical aptitude; accuracy; good judgment; physical condition commensurate with the demands of the position.

**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 REQUIREMENT:** 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.

ADOPTED: January 14, 1993  
REVISED: March 5, 1998  
REVISED: November 10, 2011

**ADDITIONAL INFORMATION:** Candidates for positions at the Monroe County Department of Aviation must meet the pre-employment requirements of Title 49 Code of Federal Regulations (CFR) Part 1542, prior to appointment.