

AUTOMOTIVE STOCK CLERK

Code No.: 3-18-215

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting in the operation of an automotive parts stockroom for a large vehicle fleet. Work involves ordering, receiving, storing, and issuing automotive stock, and related record keeping for inventory control. Work is performed under general supervision from a higher level staff member. The employee may be required to operate mechanical equipment and lift weights of approximately seventy-five (75) pounds. The employee operates a school bus in emergencies. Work may involve exposure to dust, fumes and inclement weather. 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)

Orders, receives, stores and issues automotive equipment, automotive material, merchandise or tools;

Checks incoming orders against items on invoices, counting, grading or weighing the items;

Checks shipments for quality, condition and accuracy;

Stores automotive supplies in bins, on floor or in a convenient position for removal when needed;

Fills and requisitions stock;

Issues automotive supplies and enters items issued on vehicle work orders;

Calls vendors for delivery of items not stocked;

Makes minor adjustments or repairs to articles carried in stock;

Keeps records of supplies issued and prepares related reports;

Assists in taking periodic physical inventory;

Cleans work areas and performs routine maintenance;

Acts as a substitute bus driver;

Operates a variety of stockroom equipment, such as hand jack, forklift, hand cart and flat truck;

Loads and unloads trucks;

Operates a computer for inventory control, adding machine, and calculator.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of methods and practices used in ordering, receiving, storing, maintaining and issuing supplies and equipment; good knowledge of the safe use of stockroom equipment such as hand jack, forklift, etc.; good knowledge of the methods and practices used in automotive repair and terminology; working knowledge of perpetual inventory control; skill in basic arithmetic; basic skill in the use of computers, calculators, and adding machines; ability to keep accurate records and reports; ability to order, store, issue and check stock; ability to follow safety procedures, ability to follow oral and written directions; ability to lift objects weighing up to seventy-five (75) pounds; integrity; accuracy; orderliness; clerical aptitude; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma plus one (1) year of paid full-time or its part-time equivalent experience involving ordering, storing or distributing automotive supplies and materials that included keeping automotive stock records.

SPECIAL REQUIREMENT: Possession of a Class *2* Chauffeurs License issued by New York State within three (3) months of hire.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 11, 1990