

## **MESSENGER/STOCKKEEPER**

Code No. 3-05-229  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for ordering, receiving, storing and disbursing stock as well as picking up and delivering mail, parts and inventory for an assigned department or jurisdiction. Duties include timely and accurate record keeping for inventory control, data entry, and other clerical duties related to the receiving and shipping of stock, operating a motorized forklift truck, and moving weights of up to eighty (80) pounds. During the probationary period employees must complete a powered industrial truck training program and demonstrate operating proficiency to the employer, as outlined in the United States Department of Labor Occupational Safety and Health Administration (OSHA). The employee reports directly to, and works under the general supervision of a Senior Inventory Control 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.)

Performs data entry on a computerized inventory control system including inputting information from receipts and invoices for incoming shipments;

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

Receives shipments from vendors and checks shipping orders against purchase orders;

Inspects shipments for quality, condition, and accuracy;

Loads and unloads trucks at central receiving docks;

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

Prepares and handles special mailings such as registered mail;

Cleans, straightens, and keeps warehouses organized and in safe working order.

**FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the methods and practices used in receiving storing, processing and issuing supplies and equipment; ability to keep accurate records including inventory records; ability to move packages up to eighty (80) pounds; ability to sort mail and packages; ability to follow an assigned route and schedule; ability to maintain a computerized record keeping system; ability to establish and maintain forms and procedures for supply requisitioning; ability to follow oral and written directions; ability to do simple filing; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus one (1) year paid full-time or its part-time equivalent experience in shipping and/or receiving, OR stock or warehousing activities including computerized data entry and inventory maintenance, OR delivering supplies and mail.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have 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: March 9, 2000  
REVISED: October 8, 2015