

## STORES CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves ordering, receiving, storing and dispensing automotive and road maintenance supplies in a storeroom. Duties are performed under the general supervision of a parts manager with leeway allowed for the use of independent judgement in carrying out the details of the work. A Stores Clerk does related work as required.

### TYPICAL WORK ACTIVITIES:

- Orders and maintains an adequate supply of parts, tools and equipment;
- Receives supplies by helping to unload them from delivery trucks, unpacks the goods, and checks them against the invoice or purchase order;
- Calls suppliers regarding correction of errors in invoices or amounts received in shipments;
- Stores the supplies in the proper areas of the storeroom and forwards packing slips to office for processing;
- Issues supplies and tools to personnel, maintains a record of what items were taken out of stock and the person to whom it was issued, makes note of the remaining supply of items;
- Maintains inventory records on all items received in the storeroom by recording the item received, the date received, the vendor and invoice number;
- Takes periodic inventory of goods in stock and checks items against inventory records;
- Arranges transportation for goods that are not delivered by supplier;
- Cleans and maintains storeroom area;
- May perform duties and responsibilities of the position using an electronic data processing system.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of storeroom procedures and methods used in ordering, receiving, storing a variety of supplies; good knowledge of the tools, equipment and supplies used in public works activities; ability to keep accurate inventory records; clerical aptitude; ability to get along well with others; physical condition sufficient to perform the essential functions of the position.

### MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one year of experience in ordering, receiving, storing or shipping supplies;

OR

- B. Two years of experience in ordering, receiving, storing or shipping supplies.

*SPECIAL REQUIREMENT:* Possession of a valid New York State Class D motor vehicle license at time of appointment.

## CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised:

storclrk