



CITY OF ALBANY
HUMAN RESOURCES
CITY HALL, ROOM 301
ALBANY, NEW YORK 12207
Telephone (518) 434-5049

KATHY M. SHEEHAN
MAYOR

ANN GIARD-CHASE
DIRECTOR OF HUMAN RESOURCES

PLEASE POST CONSPICUOUSLY
May 22, 2019

TO: All City of Albany Departments & Divisions
SUBJECT: Notice of Job Opening –

Supply Clerk
Albany Police Department

The **Albany Police Department** has one (1) vacancy for the position of **Supply Clerk** at a rate of **\$33,179/year @ 37.5 hours/week**.

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. on **Thursday, June 20, 2019**.

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
THURSDAY, JUNE 20, 2019
An Equal Opportunity /Affirmative Action Employer

SUPPLY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class performs routine manual work and simple clerical tasks in the receipt, storage, distribution and recording of supplies for the department including such items as gear, equipment, materials, heavy tools, vehicle parts and equipment and other office supplies. The work may include moving, lifting and shelving heavy stores and supplies. Work is performed under general supervision with leeway allowed for exercise of independent judgment in application of stores keeping methods and procedures.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Establishes and maintains an accurate, electronic record of requests and orders for department supplies and equipment;
- Establishes and maintains an inventory of stores on hand by keeping such records as inventory reports, requisitions, invoices and purchase orders received;
- Maintains and updates department user accounts with various vendors related to ordering of departments supplies and equipment;
- Picks up, delivers, receives, issues and stores department supplies and equipment;
- Checks the quantity and quality of stores and supplies received against purchase orders or requisitions to insure they are correct;
- Prepares requisitions for replacement stores;
- Receives, prepares and sorts mail for distribution to appropriate offices or buildings;
- Delivers mail and parcels to and picks up from the appropriate offices and buildings;
- Delivers equipment, tools, gear, supplies from a storeroom as requested by department;
- Maintain vehicle used to complete assigned duties and reports any operability issues to appropriate personnel;
- Notifies superiors of stock on hand and problems with deliveries such as breakage, incorrect amount of shipment, etc.;
- Maintains clean and orderly stockroom;
- Enters and retrieves information in an automated information system;
- May pack equipment for distribution and shipment to various companies;
- May respond to a scene and deliver an assortment of equipment (i.e. heavy ladders, tools, etc.) as needed;
- Assist repair shop with equipment deliveries and inventorying as needed;
- Performs related work as required.

FULL PERFORMANACE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of modern store keeping methods and procedures including receiving, storing, maintaining and issuing supplies;
- Working knowledge of simple stores recording keeping procedures including inventory control;
- Working knowledge of personal computers and office equipment;
- Working knowledge of department equipment, supplies and terminology;
- Ability to write legibly;
- Ability to keep simple records and prepare reports;
- Ability to carry out oral and written instructions;
- Ability to lift and carry heavy weights (approximately 50+ lbs.);
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

Issued: 5/30/07

Revised: 5/1/19