

## **STORES 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 a department or school including such items as textbooks, equipment, foodstuffs, materials, tools and other stores. The work may include moving, lifting and shelving moderately 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)

- Receives, stores and issues supplies, materials, textbooks, foodstuffs, equipment, tools and other materials;
- Places stock on shelves or in bins as required;
- Keeps records of stores and supplies used;
- Distributes and prepares reports enabling the reordering of stocks and supplies;
- Checks the quantity and quality of stores and supplies received against purchase orders or requisitions to insure they are correct;
- Maintains an inventory of stores on hand by keeping such records as inventory cards, requisitions, invoices and purchase orders received;
- May prepare requisitions for replacement stores;
- Notifies superiors of stock on hand and problems with deliveries such as breakage, incorrect amount of shipment, etc.;
- Keeps stockroom clean and in order;
- May receive, prepare and sort mail for distribution to appropriate offices or buildings;
- May pack textbooks for distribution and shipment to various schools and classrooms;
- May distribute class textbooks from a central storeroom as requested by teachers, collects used texts and reshelves them;
- May prepare inventory of supplies and equipment in the storeroom;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE 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 record keeping procedures including inventory control;
- Working knowledge of personal computers and office equipment;

- Ability to write legibly;
- Ability to keep simple records and prepare reports;
- Ability to carry out oral and written instructions;
- Ability to lift a minimum of fifty (50) pounds;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from high school or possession of a high school equivalency diploma and one (1) year experience in keeping and maintaining stores and supplies;
- B) Any equivalent combination of training and experience as defined by the limits of A) above.

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