

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.

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