

STORE CLERK

DEFINITION

Under general supervision, to receive, store and issue a variety of office supplies, forms and equipment; to maintain records of items received and issued; and to do other work as required.

CLASS CHARACTERISTICS

Positions in this class are typically in charge of a small storeroom stocking a variety of supplies and independently perform a combination of manual and office services work in receiving, storing and issuing supplies. Some of the work performed by positions in this class may require substantial physical effort.

EXAMPLES OF DUTIES

1. Operates a small departmental storeroom including ordering items to maintain stock levels or as requested by authorized persons.
2. Receives supplies, forms and equipment, checking for damage and quantity against invoices, purchase orders or freight bills; accepts delivery; stores supplies; keeps storeroom in clean and orderly condition.
3. Fills supply requisitions from stock; notes and orders items that are low in stock; maintains records of items received and issued including posting of perpetual inventory; participates in taking periodic physical inventory; calculates charges against department accounts.
4. May type supply requisitions and inventory cards; may operate a calculator; may order supplies directly from vendors and prepare purchase orders.
5. May exercise lead supervision over the work of other employees.
6. May operate light motor vehicle to pick up or deliver parts or supplies.
7. Uses hand truck; may operate a small fork lift to move heavy items.

MINIMUM QUALIFICATIONS

Typing Skills

Basic skill in typing may be required for some positions.

General Knowledge of

The receiving, storing and issuing of a variety of supplies and materials.

Storekeeping office services procedures such as filing, maintaining records or invoices of items received and issued and perpetual inventory.

Ability to

Maintain accurate storekeeping records, files, indexes and inventories.

Maintain and organize efficient storage layout of a storeroom.

Follow established office services procedures and learn the specific operations of the department and County supply system.

Perform simple arithmetic computations, add, subtract, multiply and divide several units of measure.

Safely lift and move heavy objects.

Communicate clearly in English with staff and vendors to order supplies and resolve discrepancies.

Experience

Some experience which demonstrates the application of those knowledges and abilities listed as minimum qualifications.

License Required

Possession of a valid California Driver License, Class 3 or higher by date of appointment.

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