

## STOCK CLERK

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### **DEFINITION**

Under supervision, performs a variety of inventory maintenance functions including receiving, storing and issuing supplies and maintaining and reviewing computerized inventory records; performs other related work as required.

### **EXAMPLES OF DUTIES**

1. Receives, counts, stores and delivers supplies; verifies accuracy of ordered supplies as received.
2. Prepares and issues supplies upon requisition and work orders.
3. Monitors cycle counts and other inventory control indicators.
4. Maintains and reviews inventory and tool control records on a computerized inventory management system; monitors reorder points and initiates process to replenish stock
5. Disposes of obsolete and scrap materials including hazardous materials.
6. Operates forklift and other material handling equipment.
7. Performs routine clerical duties including answering phones and data entry.
8. May act for the Storekeeper in his/her absence.

### **EMPLOYMENT STANDARDS**

#### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school.

Experience: Two years responsible stock clerk experience including use of a computerized inventory management system involving updates to stocking levels, re-order points and suggested order quantities.

#### Knowledge

Knowledge of computerized inventory management systems including bar coding, counting scales and review of computerized reports; and basic computer skills required for data entry responsibilities with Microsoft Word and Excel.

#### Ability

Ability to perform complex and routine inventory maintenance work with speed and accuracy; operate a variety of modern inventory management equipment; routinely lift 50-75 pounds; operate forklift and other material handling equipment; interpret and apply established inventory management policies and procedures; compile and review information; maintain accurate records; make arithmetic calculations; communicate effectively; establish and maintain effective working relationships with employees and the general public; learn basic administrative skills including data entry, scanning, and basic functions of customer information systems; and maintain level of knowledge required for satisfactory job performance.

#### Special Requirements

Willingness and/or ability to respond to after-hours emergency calls as required.

#### Other Requirements

Possession of a valid Class C State of California Driver's License and a satisfactory driving record as conditions of initial and continued employment.

Employees hired as Stock Clerk after October 1, 1992, require possession of a valid State of California Class C Driver's License with a California Department of Motor Vehicles Hazardous Materials Endorsement (or the ability to obtain the endorsement within six months of employment) and a satisfactory driving record as conditions of initial and continued employment. Employees in positions requiring a Hazardous Materials Endorsement are subject to provisions of the Department of Transportation's drug and alcohol testing program.