

STOCK CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work involving responsibility for the operation of a stockroom such as receiving, storing and issuing a variety of equipment and supplies. Incumbent is responsible for maintaining a bar coded system used for all ancillary supplies. The work is performed under general supervision in accordance with detailed instructions regarding policies and procedures to be followed. Supervision of others is not ordinarily a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Issues equipment and supplies to authorized personnel; Within facility policy, may be authorized to make decisions regarding the purchase of specific items; Checks quantity and quality of stocks received to see that they conform to stock; Maintains inventory of stock on hand and prepares requisitions for replenishment; Develops efficient stores methods, in allocation of proper bins or storage place assignments; Prints bar coded stickers and applies to all ancillary supplies; Sets up tracking sheets for new admissions; Scans bar coded stickers; Produces necessary monthly and annual reports; Maintains a variety of records of supplies received and issued; Prepares and packs goods for shipping or delivery and makes transportation arrangements; Acts as messenger to post office, bank, and offices as required; Performs a variety of related clerical and stores keeping tasks; When assigned to Delaware County Public Health: Responsible for purchasing office supplies and medical supplies.

When assigned to Delaware County Countryside Care Center: Tracks Part A and Part B residents for proper distribution of supplies; Prints and distributes resident tracking sheets; May on occasion act as a chauffeur to transport patients/residents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of storeroom methods and procedures; Working knowledge of inventory record keeping and proper controls; Working knowledge of purchase and requisition procedures; Clerical aptitude; Good judgement; Honesty; Reliability; Accuracy; Orderliness; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a New York State equivalency diploma; OR
- B. Two years of experience in a stockroom or related stores or record keeping work; OR
- C. An equivalent combination of training and experience as indicated in (A) and (B).

NOTE: In positions requiring the incumbent to function as a chauffeur candidates must be eligible for the appropriate motor vehicle license. Possession is required at the time of appointment.

Reviewed 8/14/95

Revised 2/20/97

Revised 1/31/01, 1/10/01, 11/12/03