

CLASS TITLE: SENIOR STORES CLERK

Class Code: 02431300

Pay Grade: 11A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the operation of a medium-sized storeroom or for the difficult activities in a large storeroom; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior from whom work assignments are received; work is reviewed for conformance to directions and instructions.

SUPERVISION EXERCISED: Supervises and reviews the work of subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise the operation of a medium-sized storeroom or perform the more difficult duties in a large storeroom.

To receive, unpack, inspect, store and safeguard incoming materials, supplies and/or equipment.

To check incoming materials, supplies and equipment against invoices, requisitions, orders or other records.

To requisition supplies, review express and freight bills, maintain disbursement, inventory, credit and exchange records, and write reports.

To maintain materials stocked in bins, racks, on tables, or in refrigerators, and work areas in a neat, orderly, safety and sanitary condition.

To assist in the inventory and care of furniture, equipment, supplies, fixtures and other state property.

To issue and/or to pack and prepare for mailing or shipping, forms, supplies, equipment and/or materials.

When required, to operate and maintain a mimeograph or copying machines; store stencils and/or copies of documents of forms reproduced; and to store and catalogue department records.

When required, to operate a marking machine, a stencil machine and/or a stencil maker.

When required, to be responsible for the receipt and storage of, and accounting for, patients' personal clothing and items of personal property, other than valuables; and for the distribution of hospital supplies and food.

When required, to open and examine packages addressed to patients, in a hospital or institution; forward to the sender a receipt for the contents of the packages; record list of items received; and issue such items to an attendant for delivery to patients.

When required, to accompany patients for the purpose of guiding and advising them when purchasing items of personal property, with their own funds, at a commercial establishment away from the hospital or institution.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the procedures and methods of receiving, storing, distributing, and accounting for, materials and supplies; the ability to keep simple records; the ability to assist in maintaining inventory records of furniture, equipment, supplies and other state property; the ability to receive, store and issue materials, supplies, clothing and food; the ability to supervise and review the work of subordinates; the ability to write simple reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a warehouse, storeroom or institutional distributing point and involving some individual responsibility for the supervision of personnel and simple record keeping.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

Editorial Review: 3/15/2003