

**CLASS TITLE:**

**STORES CLERK**

**Class Code: 02431200**

**Pay Grade: 09A**

**EO: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform routine manual and clerical duties in a large storeroom or stockroom; to be responsible for the operation of a small storeroom; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of a superior from whom specific assignments are received; work is reviewed in process, periodically or upon completion for conformance to instructions.

**SUPERVISION EXERCISED:** When required, may supervise the work of institutional inmates or laborers.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform routine manual and clerical duties in a large storeroom or stockroom or to be responsible for the operation of a small storeroom.

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

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

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

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

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

To maintain disbursement and inventory records and prepare reports.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A familiarity with the proper methods and procedures of receiving, storing, distributing, and accounting for, materials and supplies; the ability to understand written and oral instructions; the ability to maintain simple records and inventories; the ability to make routine reports; and related capacities and abilities.

**EDUCATION:** Such as may have been gained through: graduation from a senior high school.

**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

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