

STOCK CLERK II**DEFINITION:**

Under immediate supervision performs work of average difficulty receiving, storing, issuing, and caring for supplies; and does other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

DISTINGUISHING CHARACTERISTICS:

This is the journey person class in the Stock Clerk series. It is distinguished from the class of Stock Clerk I in that the duties of the latter class consists primarily of manual duties and do not include computerized record keeping or inventory activities. It is distinguished from the next higher class of Storekeeper I in that incumbents of the latter class are in charge of either a moderate size storeroom having homogenous or non-technical items; are assigned to work as assistants to Storekeeper II in the overall operation of a large storeroom; or are assigned to areas requiring technical knowledge of the stores items involved and are required to make use of maintenance manuals and parts catalogues and to make a determination of the required nomenclature of parts to be ordered or purchased.

TYPICAL DUTIES:

1. Checks goods received against purchase invoices, dray tickets, bills of lading, purchase orders, and requisitions.
2. Fills requisitions and delivers supplies; wraps and packages goods for insurance or shipment.
3. Assists in taking physical inventories and keeping manual or computerized perpetual inventory records of supplies of stock on hand on a materials management information system.
4. Notifies superiors when stock supply becomes depleted.
5. Keeps shelves and goods clean and sees that stock is properly placed and properly arranged.
6. Keeps manual and computerized records of goods received and issued.
7. May operate heavy equipment in making pickups or deliveries.
8. May perform miscellaneous unskilled or semi-skilled laboring tasks in the assembling, repair or adjustment of the departmental equipment, tools or supplies.
9. May perform light janitorial duties as required.

MINIMUM QUALIFICATIONS:

Experience: One year of experience receiving and issuing stores supplies and maintaining simple stock records in a perpetual computerized inventory environment.

License and certificates: Possession of a valid California driver's license.

Knowledge of: Methods and procedures used in receiving, storing, packing and issuing supplies; usual forms, methods, and practices, of a stores unit of a governmental or commercial organization; taking inventories and maintaining computerized inventory records on a materials management inventory system; safe methods of lifting heavy objects and performing manual tasks.

Ability to: Make rapid and accurate computations using arithmetic calculations including addition, subtraction and multiplication, in connection with stockroom work; maintain computerized inventory records; computer data entry; carry out oral and written instructions; communicate effectively; establish and maintain effective working relationships; treat customers courteously; provide excellent customer relations; maintain routine records; lift heavy objects.

Physical/Mental Requirements: Be physically able to lift at least 30 pounds from floor level using proper body mechanics; be capable of carrying 30 pound containers with dolly assistance; and/or pull stock weighing at least 30 pounds. Must be able to walk and stand for periods of up to four hours in one time period. Be able to perform repetitive motion when operating a keyboard. Hold, reach, grasp, bend, and squat while working with stock and supplies. Must be able to perform duties using overall vision including color perception, eye/hand coordination, depth perception, reading close-up work and peripheral vision. Must be able to hear normal speech, talk in person and on the telephone. Must be able to work in a noisy environment and with exposure to cold and heat.

Est.: 8/58
Spec. Amended: 11/9/61
Spec. Amended: 5/12/65
Spec. Amended: 12/29/65
Spec. re-titled & amended: 1/14/76
Spec. amended: 6/10/98
Renumbered: 07/03