CLASSIFICATION SERIES:
Stores Clerk

MAJOR AGENCIES: Mental Health, Developmental Disabilities, Public Safety, Youth Services

SERIES NO.: 1471
EFFECTIVE DATE: 10/04/2015

SERIES PURPOSE:
The purpose of the stores clerk occupation is to receive, store & distribute supplies, equipment, clothing &/or other items.

This series does not include incumbents who receive & store mechanical items (see Mechanical Stores Clerk), nor who receive & store laboratory or chemical items (see Chemical Stores Clerk).

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CLASS CONCEPT:
The full performance level class works under immediate supervision & requires some knowledge of inventory control & agency storeroom procedures in order to receive, store & distribute supplies, equipment, clothing &/or other items.
**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives, sorts, stores & distributes supplies, equipment, clothing &/or other items (i.e., non-mechanical, non-chemical/laboratory), unloads stock & ensures accuracy of invoices or packing ships.

Inventories stock; cleans & maintains storeroom area; prepares inventory &/or distribution records; answers phone; prepares materials for mailing; picks up &/or delivers equipment, furniture &/or other materials to repair shops or agency offices.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of inventory control*; agency rules & regulations governing storeroom activities & records*; addition, subtraction, multiplication, division, fractions, percentages. Ability to carry out simple instructions; read, copy & record figures; lift 50 lbs. of supplies, equipment or other items repeatedly.

(*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions & percentages.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to extreme temperatures while working with cold storage items; may be exposed to potentially violent residents; may be subject to outdoor weather conditions.