

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Stores Clerk

SERIES NO.:

1471

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

JOB TITLE

Stores Clerk

JOB CODE

14711

PAY GRADE

03

EFFECTIVE

03/07/2004

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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Stores Clerk	14711	09	03/07/04	03

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 slips.

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.