STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES
Mechanical Stores Clerk
MAJOR AGENCIES
Transportation

SERIES NUMBER
1472
EFFECTIVE
12/05/2010

SERIES PURPOSE
The purpose of the mechanical stores clerk occupation is to store & distribute mechanical &/or repair parts, supplies & tools & to maintain records.

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

JOB TITLE
Mechanical Stores Clerk

JOB CODE
14721

PAY GRADE
04

EFFECTIVE
12/05/2010

CLASS CONCEPT
The full performance level class works under general supervision & requires working knowledge of inventory control & agency storeroom & purchasing procedures in order to store & distribute mechanical &/or repair parts, materials, equipment, supplies & tools & to maintain records.
### JOB TITLE
Mechanical Stores Clerk

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<thead>
<tr>
<th>JOB TITLE</th>
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<tbody>
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<td>14721</td>
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### 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.)
Stores & distributes mechanical &/or repair parts, materials, equipment, supplies &/or tools (e.g., automotive, building maintenance), reviews requisition or repair orders & completes all related records.

Inventories &/or orders parts & supplies from vendors; records existing fuel levels in tanks; receives parts & supplies, ensures accuracy of invoices or packing slips & stocks shelves; cleans & organizes storeroom; balances daily fuel usage records; operates motor vehicle &/or commercial motor vehicle in order to pick up &/or delivers vehicles, equipment &/or parts; assists in radio dispatching &/or monitoring; unloads trucks; reviews and enters garage employee time cards into computerized pay system; may plow snow and assist in the garage when needed.

### MAJOR WORKER CHARACTERISTICS
Knowledge of inventory control*; mechanical parts or building maintenance supplies*; agency rules & regulations governing storeroom procedures, records & purchasing*; bookkeeping; budgeting*; addition, subtraction, multiplication, division, fractions, percentages. Skill in operation of motorized equipment (e.g., state vehicle, pickup truck, dump truck, flat bed truck); computer, copier and calculator. Ability to apply principle to solve practical, everyday problems; read, copy & record figures; gather, prepare and maintain ordinary, personnel, financial, or technical records; lift 50 lbs. of supplies, equipment or other items repeatedly.

(*)Developed after employment.

### MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT
Formal education in reading, writing and arithmetic that includes addition, subtraction, multiplication, division, fractions & percentages.

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

Note: If position will be assigned to operate motorized equipment of size & type regulated by Sections 4506.1, 4506.03 & 4506.12 of Ohio Revised Code, applicant must also have valid commercial driver license; if required to operate state vehicle, must have valid driver license.

### TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT
Renewal of commercial driver license if assigned to operate motorized equipment of size & type regulated by sections 4506.1, 4506.03 & 4506.12 of Ohio Revised Code; if required to operate state vehicle, must maintain valid driver license.

### UNUSUAL WORKING CONDITIONS
May be exposed to constant loud noise & truck fumes from garage activities.