STATE OF OHIO (DAS)  
CLASSIFICATION SPECIFICATION

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<th>CLASSIFICATION SERIES:</th>
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<td>Chemical Stores Clerk</td>
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<th>MAJOR AGENCIES:</th>
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**SERIES PURPOSE:**
The purpose of the chemical stores clerk occupation is to fill orders for chemicals & laboratory equipment.

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

**CLASS TITLE:**  
Chemical Stores Clerk  

**CLASS NUMBER:**  
14731  

**EFFECTIVE DATE:**  
03/26/1990  

**CLASS CONCEPT:**
The full performance level class works under immediate supervision & requires working knowledge of inventory control & chemistry in order to fill orders for chemicals & laboratory equipment.
CLASS TITLE: Chemical Stores Clerk

CLASS NUMBER: 14731

BARGAINING UNIT: 09

EFFECTIVE DATE: 03/26/1990

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, stores & distributes chemicals & laboratory equipment, inventories existing supplies & equipment & completes all related records.

Mixes, bottles & labels chemical solutions; sets up laboratory equipment; washes glassware; cleans delicate laboratory equipment; cleans & organizes chemical storeroom.

MAJOR WORKER CHARACTERISTICS:
Knowledge of chemistry; laboratory equipment*; inventory control*; addition, subtraction, multiplication, division, fractions, percentages. Ability to carry out instructions in written, oral or picture form; lift 50 lbs. of laboratory equipment or chemical supplies repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions & percentages; 1 course or 3 mos. exp. in chemistry.

-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 dangerous chemicals.