

Specification for Class of

STORES CLERK

Abolished Effective July 1, 2007

Definition: In central office of department, has responsibility for ordering, receipt, storage, issue and shipment of office supplies, forms and equipment.

Typical Work

Under the supervision of an administrative or fiscal official, plans, organizes and operates central facility to supply required items to both central and field activities;

Orders, receives, inspects, stores, issues and ships office supplies including forms, publications, instructional materials, decalcomania, and equipment;

Supervises clerical personnel engaged in handling mail, reproduction, posting and shipping of items stocked;

Prepares and maintains cost records pertaining to supplies, printing, mailing and shipping;

Receives, inspects, installs and repairs office furniture and simple office machines;

Establishes and maintains inventory records, stockage levels and usage rates for activity;

Has responsibility for performance of routine maintenance of department vehicles and machines within provisions of existing contracts;

Performs other work as required.

Knowledge and Abilities

Knowledge of: storekeeping methods and records; inventory, procurement, storage, issue and shipping procedures.

Ability to: manage storeroom facility with minimum direction; estimate stock needs, maintain stock levels and conduct receiving

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inspections and inventories; supervise clerical personnel; follow written and oral instructions; perform arithmetical computations.

Minimum Qualifications

Two years of clerical experience in storekeeping, mail handling, reproduction, shipping, receiving or comparable activity.

New class

Effective November 1, 1964

Revised February 1, 1968

Title change

Revised April 23, 1973

Revises minimum qualifications

Revised July 28, 1976

Revises minimum qualifications