

STOCK CLERK I

DESCRIPTION OF WORK

Work of this class involves the receipt, storage, issuance, and care of supplies in a stockroom or warehouse. Work is performed in accordance with established procedures and requires the use of some physical strength in handling stored materials and items. Employees maintain stock records and may supervise one or more subordinate employees. Work is evaluated according to the effectiveness of the storeroom operation and in terms of the accuracy of records maintained.

EXAMPLES OF DUTIES PERFORMED

Unloads, or directs laborers in unloading materials and equipment; checks quality of items received by comparing labels and descriptive information on the material with those listed on the bill of lading and purchase order; places items in proper storage bins.
Receives orders from physicians, hospitals, and local health departments for biologicals and specimen mailing containers, assembles biologicals or other materials, and packs, wraps, weighs, stamps, and prepares for C.O.D., insured, or other ways of mailing.
Receives requisitions from departments; ships by mail or messenger items requested; indicates on the requisitions the items supplied.
Maintains files of requisitions, purchase orders and related stock records.
Takes or assists in taking physical inventory of stock items.
Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Some knowledge of routine clerical procedures and recordkeeping methods.
Ability to acquire working knowledge of storeroom methods and procedures.
Ability to understand and effectively carry out routine oral and written instructions.
Physical strength sufficient to lift and move heavy objects.

Minimum Training and Experience

Training and experience sufficient to perform assigned duties.