

# STOCK CLERK

**Department: General Services**

**Classification: Competitive**

**Specification Number: 2535**

**Approved: 12/7/23**

**Revised: by JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

Graduation from a standard senior high school or possession of a high school equivalency diploma.

## **DISTINGUISHING FEATURES OF THE CLASS**

Under direct supervision, an employee in this title performs routine manual and clerical tasks in receiving, storing, issuing and caring for office supplies, dry goods and related items needed in the Town stockroom. Work includes routine activities in maintaining records, cleaning and at times, possible strenuous manual work. Assignments are received in the form of goods and supplies to be inventoried, stored and issued. Work is reviewed by a supervisor for condition of stored supplies, overall condition of the storage area and adequacy of records kept. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Receives, unpacks and stores goods and supplies in storage areas;
- Checks incoming materials against invoices or purchase orders;
- Issues supplies on approved requisitions for a variety of purposes;
- Maintains various stock and inventory records and records of goods received and issued;
- Assembles, packs and arranges for transporting stored goods or materials;
- Cleans storeroom area and maintains cleanliness;
- May assist in the delivery of materials;
- May load and unload delivery trucks and equipment;
- May operate computer and office equipment.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Basic knowledge of storeroom methods and procedures; ability to make routine arithmetic calculations; ability to communicate effectively both orally and in writing; ability to maintain routine records; ability to establish effective working relationships with co-workers and supervisors; physical conditions commensurate with the demands of the position.