



Career Service Authority

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Stock Clerk

GENERAL STATEMENT OF CLASS DUTIES

Performs a variety of stockroom duties including receiving, stocking, and issuing a variety of supplies, materials, and equipment.

DISTINGUISHING CHARACTERISTICS

The class of Stock Clerk is distinguished from Stockkeeper who contacts vendors, researches, orders, and receives stock items and maintains an inventory control system for a variety of supplies, materials, parts, and equipment used by city agencies. It is distinguished from Stockroom Supervisor which supervises a stockroom and staff procuring and distributing a variety of supplies, materials, parts, and equipment.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory responsibilities

ESSENTIAL DUTIES

Receives, unpacks, inspects and verifies quality and quantity of supplies against packing list or invoice.

Moves shipments to stock, stores in appropriate bin or shelf area, and identifies or marks items in supply.

Receives and fills agency requisitions for supplies and places routine orders for supplies and materials with central warehouse or vendor.

Updates computer data to reflect issues and received items and to maintain inventory records and verifies inventory levels by physical count. Notifies supervisor about discrepancies or by assignment notifies vendor or discrepancies.

Monitors back orders and notifies appropriate individuals of any changes.

Computes prices and charges user agency as required.

Cleans work area.

Picks up orders for supplies and materials at central warehouse or vendor and delivers orders to remote locations.

By position, operates a forklift.

Performs other duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty – Contributes to maintaining the integrity of the organization and displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race gender, disabilities, and other individual differences.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Reading – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written materials to specific situations.

Oral Communication – Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Arithmetic – Performs computations such as additions, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Customer Service – Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or other outside organizations) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

Flexibility – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.

Writing – Recognizes or uses correct English grammar, punctuation and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of shipping and receiving processes sufficient to be able to monitor received and missing items.

Knowledge of cleaning methods, materials, tools, and equipment sufficient to be able to effectively clean city facilities.

Skill in understanding and following oral, illustrated, written, or demonstrated instructions.

Skill in using equipment needed to transport materials within a warehouse.

Skill in comparing and copying words and numbers accurately, sorting data from a variety of sources and arranging them in sequential or logical order.

Skill in using computers.

Skill in using a forklift.

Physical Demands:

Standing: remaining on one's feet in an upright position

Lifting: raising or lowering an object from one level to another

Carrying: transporting an object, usually by hand, arm, or shoulder

Pushing: exerting force upon an object so that the object is away

Pulling: exerting force on an object so that it is moving to the person
Stooping: bending the body by bending spine at the waist
Reaching: extending the hand(s) and arm(s) in any direction
Handling: seizing, holding grasping, or otherwise working with hands
Fingering: picking, pinching, or otherwise working with fingers
Talking: expressing or exchanging ideas by means of spoken words
Hearing: perceiving the nature of sounds by the ear
Repetitive motions: making frequent movements with apart of the body
Eye/hand/foot coordination: performing work through using tow or more
Lifting: Raising or lowering an object 25-50 pounds
Vision Far acuity: ability to see clearly at 20 feet or more
Vision Near acuity: ability to see clearly at 20 inches or less
Depth Perception: ability to judge distance and space relationships
Field of Vision: ability to see peripherally
Color Vision: ability to distinguish and identify different colors

Working Environment:

Subject to many interruptions.

Education Requirement:

Graduation from high school or possession of a GED certificate.

Experience Requirement:

None.

Education/Experience Equivalency:

A combination of appropriate education and experience may substitute for the minimum education requirement.

Licensure and/or Certification:

By position, requires possession of a valid Colorado Class "R" Driver's License at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 01/16/2006

REVISED BY:

Steve Adkison

CLASS HISTORY

Class was reviewed as part of an annual maintenance study. Duties were updated and placed into the new class specification format.