

STORES CLERK

DEFINITION

To perform manual and clerical work involved in the acquisition, receipt, maintenance and issuance of tools, materials, supplies and equipment; to keep assigned storage areas in a clean and orderly condition; to assist in record-keeping activities; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the entry/journey level in the Stores Clerk series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence. This class is distinguished from the Senior Stores Clerk in that the latter performs the more technical and responsible warehousing, purchasing, inventory and record-keeping tasks. Positions in the class of Senior Stores Clerk may also provide functional and technical supervision over other staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the departmental supervisor or manager, and may receive technical and functional supervision from a Senior Stores Clerk.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Checks items received or issued for proper quantity and descriptions.

Unpacks, sorts and stores items systematically on shelves, in bins or other storage areas; organizes agency surplus materials.

Issues and obtains signature for stock issued; may prepare agency billings for stock issued; may complete activity reports as required.

Checks invoices, fills requisitions and takes inventory; prepares requisitions for stock replacements; maintains inventory records; may perform copier record-keeping and billing.

Performs pickups or deliveries by hand or in a light truck.

LANE COUNTY
Stores Clerk (Continued)

EXAMPLES OF DUTIES:

Marks items with numbers or other identifying codes.

Orders parts and materials from existing contracts or purchase orders.

Obtain bids on technical items.

Acquires certain commodities within monetary limits established by Purchasing.

May clean store room.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic methods used in receiving, storing, issuing and keeping records of material, equipment and supplies.

Warehouse procedures, requisitions, purchase orders, invoices and delivery slips.

Stock inventory control.

Quantity, quality, types and sources of supplies, materials and equipment commonly used in a County department.

Basic principles and practices of record-keeping.

Safe work practices.

Modern office procedures, methods and computer equipment.

LANE COUNTY
Stores Clerk (Continued)

Ability to:

Perform general storekeeping duties.

Maintain accurate records in receiving, storing and issuing equipment and supplies and inventory control.

Perform clerical and technical record-keeping duties, maintain basic purchasing records, and submit activity reports as required.

Pick up and deliver a variety of supplies, material and equipment.

Establish and maintain effective working relationships with those contacted in the course of work.

Understand and carry out oral and written instructions.

Operate warehousing and storekeeping equipment and lift heavy materials.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of responsible storekeeping, warehousing, or stock control experience is desirable.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Possession of a valid Oregon driver's license at time of appointment.