

SENIOR STORES CLERK

DEFINITION

To perform a variety of technical and specialized materials management duties related to the acquisition of supplies, material and equipment; to perform difficult inventory, warehouse stock control and record-keeping duties; to provide technical and functional supervision over other stores positions; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Stores Clerk series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including performing technical and specialized purchasing and recording-keeping duties as well as providing technical and functional supervision over other stores staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from departmental supervisor or manager.

Exercises functional and technical supervision over clerical and technical personnel.

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

Contacts vendors for prices and quotes and order materials, parts and supplies.

Completes quote sheets and compute and type purchase orders.

Receives, examines and processes requisitions for supplies and equipment according to established materials management policies.

Consults appropriate vendors and receive and analyze quotations and bids for relative prices and consistency with specifications.

LANE COUNTY
Senior Stores Clerk (Continued)

Interviews vendors in regard to purchasing and selling operations, types of material, required, specifications, complaints and problems arising in connection with purchases; maintains records showing current information on purchases completed and sources of supply; answers and initiates correspondence relating to purchasing.

EXAMPLES OF DUTIES

Prepares and issues invoices for goods or services provided by assigned program.

Maintains clerical inventories and spot check maintenance of storerooms.

Receives, checks and stocks supplies.

Performs a variety of general clerical and record-keeping duties; prepares required reports; operate a variety of office machines.

Operates a computer terminal to input and retrieve data.

Provides technical and functional supervision over assigned staff.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic principles and practices of purchasing and materials management.

Sources of supply, methods of securing prices and quotations and proper forms of specifications.

Laws and regulations applicable to purchasing operations.

General quantity, quality and types of materials and equipment used by a County department.

Modern office practices and procedures including business correspondence, filing, record-keeping and standard office equipment and computer terminal operation.

Ability to:

Perform technical and specialized buying.

LANE COUNTY
Senior Stores Clerk (Continued)

Learn and interpret various regulations pertinent to purchasing activities.

LANE COUNTY
Senior Stores Clerk (Continued)

Ability to:

Evaluate the quality and price of available supplies, materials and equipment and make the most economical purchases.

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

Operate a computer terminal to input and retrieve data.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade.

Experience:

Three years of responsible storekeeping and supply acquisition experience.

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