



LANE COUNTY
C030
Established 01/30/91
Updated 06/27/06

STORES CLERK

CLASS SUMMARY: 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: Receives general supervision from the departmental supervisor or manager, and may receive technical and functional supervision from designated staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Checks items received or issued for proper quantity and descriptions. |
| 2. | Unpacks, sorts, and stores items systematically on shelves, in bins or other storage areas; organizes agency surplus materials. |
| 3. | Issues and obtains signature for stock issued; may prepare agency billings for stock issued; may complete activity reports as required. |
| 4. | Checks invoices, fills requisitions and takes inventory; prepares requisitions for stock replacements; maintains inventory records; may perform copier record-keeping and billing. |
| 5. | Performs pickups or deliveries by hand or in a light truck. |
| 6. | Marks items with numbers or other identifying codes. |
| 7. | Orders parts and materials from existing contracts or purchase orders. |
| 8. | Obtain bids on technical items. |
| 9. | Acquires certain commodities within monetary limits established by Purchasing. |

LANE COUNTY
Stores Clerk (Continued)

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| 10. | May clean store room. |
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Knowledge of (position requirements at entry):

- 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.

Skills in (position requirements at entry):

- 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.

Training and Experience (positions in this class typically require):

Equivalent to the completion of the twelfth grade. 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.

Licensing Requirements (positions in this class may require):

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

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

Deminimus update clarifying supervision received approved by County Administrator 06/27/06.
FLSA Status: Non-Exempt