



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: STOCK AND RECEIVING CLERK

DEFINITION: Under supervision, performs manual and clerical duties in receiving, storing and issuing supplies and equipment.

EXAMPLES OF DUTIES:

- Checks receipt of goods against purchase orders and verifies consignments with shipping papers;
- Stores, issues and delivers supplies and equipment;
- Posts receipts and issuances to records;
- Prices and files and requisitions;
- Types purchasing requisitions, receiving tickets, warehouse invoices, etc.;
- Performs routine maintenance and custodial duties in stores area;
- May contact vendors to expedite orders, place verbal orders for contract materials and make arrangements for delivery;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

One year of recent experience in ordering, receiving, storing, issuing, and accounting for a wide variety of materials, tools and equipment. The ability to operate a typewriter and calculator; lift or maneuver heavy objects; meet and deal effectively with vendors and other employees.

A valid California motor vehicle operator license.

HISTORY:

Revision of Classification Specification dated 01/18/74.

Approval/Adoption Dates: 03/21/83 - Human Resources Department