

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, which may include use of scanners;
- 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;
- May deliver mail, supplies and equipment to other facilities;
- May operate a city vehicle;
- May operate a forklift;
- May operate high pressure equipment to fill air and oxygen cylinders;
- Performs inventory count process, which may include use of inventory scanners;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

One year of full-time equivalent paid experience in ordering, receiving, storing, issuing, and accounting for a wide variety of materials, tools and equipment.

KNOWLEDGE, SKILLS, AND ABILITIES

Candidates must possess all of the following:

- Knowledge of inventory processes.
- Ability to communicate both verbally and in writing;
- Ability to comprehend and interpret complex written information;
- Ability to operate computers, including the use of the Internet, spreadsheets, databases, word processing, and inventory software;
- Ability to lift or maneuver heavy objects up to 50 pounds alone, and up to 100 pounds, typically with assistance.

Willingness to work overtime, weekend and/or holiday hours.

Positions in the Water, Energy, and Fire departments require candidates obtain forklift certification, prior to the completion of the probationary period.

Valid motor vehicle operator's license.

HISTORY:

Revision of Classification Specification dated 01/18/74.

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

Civil Service Commission Approval/Adoption Date: 04/14/2021