

**STORES CLERK I****NATURE OF WORK**

This is varied clerical and manual work in a central or departmental storeroom or supply room.

Work involves the performance of general clerical and manual work connected with the receipt, stowing, custody, issue, and recording of stores. Work includes the maintenance of inventory and related clerical records, and performing light labouring tasks associated with the provision of stores services.

Supervision of others is not unusually found at this level, and work emphasizes the prompt and efficient discharge of assigned tasks and is reviewed by direct supervision or by observation of results.

**ILLUSTRATIVE EXAMPLES OF WORK**

Receives and unpacks incoming material and supplies; checks delivery receipts with purchase orders/requisitions and checks items for damage.

Issues material from stores in accordance with properly authorized request.

Posts adjustments to stock records.

Assists in taking periodic inventories; keeps storeroom or supply room neat and clean.

Performs related work as required.

**REQUIREMENTS OF WORK**

Graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Some knowledge of storekeeping and inventory methods.

Some knowledge of common clerical procedures.

Ability to understand and follow oral and written instructions.

Ability to perform standard clerical work and to make elementary arithmetical calculations.

Ability to perform manual work in listing and moving stock.

Ability to serve customers in a pleasant and courteous manner.

Ability to learn routine store keeping methods.

**0205**

**1992.12.03**

**Confirmed: 2004.01.05**