

STORES CLERK II**NATURE OF WORK**

This is varied clerical and manual work in a central or departmental storeroom or a supply room and may involve limited supervisory responsibility.

Work involves responsibility for performing general clerical and manual stores work in a departmental or central storeroom. Work of this class is distinguished from that of Stores Clerk I by a greater degree of responsibility for the operation of the stores service and by the limited degree of supervision exercised over students or part-time help.

Supervisor is usually physically removed from the immediate stores area and/or has other duties that are considered the primary responsibility. Supervisory control is usually of a cursory type observation of results achieved and by providing decisions on major departures from established policy.

ILLUSTRATIVE EXAMPLES OF WORK

Receives materials and supplies for stock and delivery; checks for correctness of quantity and type and for damage, initiating claims and processing paperwork.

Maintains records incidental to receipt and issue of materials and supplies stocked and performs related clerical work and mathematical calculations.

Packages and prepares necessary documentation for outgoing shipments including special handling and packaging of certain commodities.

Obtains price quotations from suppliers and initiates requisitions for purchase from local suppliers and as requested for directed from non-local suppliers.

Maintains storeroom adequately stocking and observance of good housekeeping practices.

Maintains records on outgoing and incoming special shipments, e.g. waybills and invoices, and endorses invoices for payment approval.

Supervises part-time assistants in the operation and maintenance of the storeroom.

Performs other duties as required.

REQUIREMENTS OF WORK

Experience in store keeping and shipping methods and procedures; graduation from high school or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Considerable knowledge of the receipt, handling, storage, and issuing of various kinds of supplies, materials, and equipment.

Knowledge of purchasing and requisitioning procedures.

Knowledge of the needs of departments and sections served.

Ability to make inspections as to the quantity and quality of goods received in relation to requests placed.

Ability to make varied arithmetical calculations with speed and accuracy.

Ability to establish and maintain effective working relationships with departmental members, outside contacts, and subordinates.

0206

1992.12.03

Confirmed: 2004.01.05