

MATERIALS HANDLER

DISTINGUISHING FEATURES OF THE CLASS: This is repetitive, routine, manual work usually in support of a stockkeeping function and performed according to prescribed procedures and under direct supervision of a Storekeeper or other supervisory employee. The position is distinguished from Stock Clerk by its restriction from clerical duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the receipt, storage, issuance and/or distribution of materials and supplies;
Assists in the packing, loading and unloading of materials and supplies;
Assists in taking physical inventories;
May assist in the inspection of items for damage;
May assist with the pick up and delivery of stock items and supplies;
May assist with routine, manual cleaning work;
May file related documents and operate office duplicating equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to understand and carry out simple oral and written instructions; ability to work well with others.

MINIMUM QUALIFICATIONS: No formal education, training or experience required. However, requirements of the New York State Labor Law must be met and administered by the appointing authority.

SPECIAL REQUIREMENT: If required to operate a motor vehicle must possess a valid driver's license appropriate for the size and kind of vehicle to be driven.