STOCK CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a combination of manual and clerical work involving the receipt, storing and issue of supplies. The work is performed under the supervision of a storekeeper or administrative employee. Does related work as required.

TYPICAL WORK ACTIVITIES:
Receives and may sign for deliveries;
Stocks shelves, stores supplies, etc;
Assists in the maintenance of adequate stock levels in anticipation of needs;
Issues or delivers supplies as required;
Maintains stock records;
Prepares basic reports;
May be required to operate motor vehicles, forklifts or other warehouse equipment for the transportation and movement of supplies;
May assist in the sorting, packing and outloading of supplies for shipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:
Working knowledge of business arithmetic and English; ability to understand and carry out basic oral and written directions; ability to receive, store, maintain and issue supplies and materials; ability to maintain basic records. In addition, if employed by the County of Rockland: ability to lift at least fifty (50) pounds*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

NOTE: Academic, technical, or vocational training or office clerical or stockkeeping experience may be substituted for schooling on a year-for-year basis.

SPECIAL REQUIREMENT: If required to operate a motor vehicle, possession of a valid driver license appropriate for the size and kind of vehicle being operated.

*To be demonstrated during probationary period.