

## **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.