



JOB TITLE: STOCK CLERK

Classification: Classified
Salary Range: 22

Retirement Type: PERS*
Board Approved: December 18, 2000

BASIC FUNCTION:

Under the direction of an assigned supervisor, receive, store, ship and deliver textbooks, instructional materials, supplies and equipment to various locations and facilities in the District; maintain storage areas in the warehouse or bookstore in a clean and orderly condition.

REPRESENTATIVE DUTIES:

Receive and verify incoming materials and equipment; check goods received for conformance with invoices and packing slips; note and report shortages and discrepancies.

Pick up, deliver and unload material, supplies, furniture and equipment; transfer materials, furniture, equipment and supplies when necessary.

Receive, inspect, store and shelf textbooks, instructional materials, custodial supplies and merchandise for sale in the bookstore.

Fill stock orders; locate, pull and prepare items for delivery.

Operate an automatic inventory system; input vendors, stock numbers and site locations into the computer; input stock received and delivered, including cost per use.

Operate forklifts, pallet jack, hand trucks and other storekeeping material handling equipment.

Assist in maintaining storage facilities in a clean and orderly condition and perform general cleaning, and minor preventive maintenance on custodial equipment such as vacuums as assigned

Participate in periodic inventory procedures as assigned.

Deliver and return District vehicles to the carwash on an as needed basis.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and one year of experience performing warehouse duties.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Methods and practices used in receiving, storing, disbursing and delivering supplies and equipment.

Operation of storekeeping material handling equipment.

Record-keeping techniques.

Proper methods of storing equipment, materials and supplies.

Health and safety regulations.

Basic computer operation.

Operation and use of hand and power tools and equipment.

Receive, store, ship and deliver materials, supplies and equipment to various locations in the District.

Perform clerical work related to warehouse operations.

Operate motor vehicles, fork lifts and other storekeeping material handling equipment.

Operate a computer terminal.

Lift and move heavy objects.

Work cooperatively with others.

Maintain routine records.

Understand and follow oral and written directions.

Meet schedules and time lines.

Understand questions concerning stock requests or the status of various orders while communicating in person or by telephone with departmental representatives or vendors.

Licenses or Other Requirements:

Possess a valid California driver's license, and a safe driving record.

WORKING CONDITIONS:

Routinely lift, carry, push and pull objects up to 50 lbs.

Indoor and outdoor work.

Twisting, standing, reaching and bending required.

Manual dexterity.

Operate a motorized vehicle.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.