

AUTOMOTIVE PARTS CLERK

GENERAL STATEMENT OF DUTIES: Under general supervision has charge of the activities of a highway department stock room; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is clerical and manual work involving responsibility for the keeping of stock records and the economic and efficient distribution of stock. Work is performed under the general supervision of the Garage Supervisor. The stock keeper is held completely responsible for the stock assigned to him. Supervision may be exercised over the work of others.

EXAMPLES OF WORK: (Illustrative only)

Receives and issues auto parts, tools, cleaning supplies, other supplies and equipment;

Checks supplies received against invoices;

Maintains a perpetual and periodic inventory of stocks on hand and prepares requisitions for replenishment;

Obtains prices on parts and supplies for the preparation of requisitions;

Sorts numbers and places stock on shelves and otherwise prepares supplies and tools for use;

Maintains a record of all parts issued and a record of the equipment in which it is used;

Follows up shipping slips and invoices for the correction of errors and discrepancies;

Keeps records and makes reports of activities.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the methods, practices and safety precautions used in receiving, storing, maintaining and issuing supplies and equipment; good knowledge of standard tools, parts and supplies; familiarity with automotive highway equipment, parts, books and catalogs; ability to barter with vendors; ability to make simple arithmetical computations; ability to keep records and make reports; ability to get along well with others; ability to plan and supervise the work of others; integrity; accuracy; orderliness; good judgment; physical condition commensurate with the demands of the position.

ACCEPTABLE EXPERIENCE AND TRAINING: Either:

- A. Two (2) years of satisfactory experience as a stock keeper, parts clerk, or in automotive repair work; **OR**
- B. Graduation from high school and one year of experience as an automotive parts clerk, stock keeper, or in automotive repair work; **OR**
- C. An equivalent combination of experience and training as described above.

Automotive Parts Clerk
ULSTER COUNTY
0690 AUT PT CLK
Classification: Competitive
Grade: 5
Union: CSEA

Page 2