

STOCK CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work involving responsibility for processing supplies and equipment and for maintaining stock control records. The work is performed under general supervision in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Receives, stores and issues supplies and equipment;

Checks incoming supplies and equipment against bills, vouchers and requisitions to ensure proper receipt and approval for payment;

Prepares and maintains stock control records and reports;

Sets up and maintains records of perpetual inventory for ready reference;

May operate bursting, decollating and forms handling machines and other office equipment;

Performs a variety of clerical and stock keeping tasks;

May operate, clean and maintain an autoclave in the disinfecting and sterilization of supplies and equipment;

May order supplies and equipment;

May perform routine tasks in connection with the operation of a computer.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods and procedures used in receiving, storing and issuing supplies and equipment; good knowledge of inventory records keeping and proper control; working knowledge of purchase/ requisition procedures; ability to make simple arithmetic computations; ability to get along well with, and secure the cooperation of others; ability to operate common office machines; ability to understand and carry out oral and written directions; accuracy; clerical aptitude; good judgment; thoroughness; good physical condition.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from high school or possession of a high school equivalency diploma and one year of experience in receiving, storing and issuing supplies or equipment and processing stock records and reports; **OR**

B. Two (2) years of experience as described in A above; **OR**

C. An equivalent combination of training and experience as described in A and B above.

ULSTER COUNTY

6960 STOCK CLK

Classification: Competitive

Grade: 4

6955 STOCK CLK (Sheriff's Dept only)

Classification: Competitive

6956 STK CLK PT (Sheriff's Dept only)

Classification: Non-Competitive

Grade: 8

Union: UCSEA

Adopted: April 11, 1978

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