

STORES CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for receiving, inspecting, storing and distributing supplies and equipment. In addition, employees in this class maintain a continuous inventory of supplies, equipment, and text books. Work is performed under general supervision and in accordance with established procedures. Supervision over the work of others is not required of this class. 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 and inspects supplies and equipment purchased by the district;

Distributes and/or stores supplies and equipment as appropriate;

Maintains a continuous inventory of all supplies and equipment and text books in the school district;

Periodically evaluates stored supplies and equipment to determine usefulness or obsolescence;

Notifies superior of depletion of stock;

Assists in labeling, reconditioning and maintaining equipment and furniture;

Performs custodial tasks in the storage areas.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern inventory practices and procedures; familiarity with the equipment and supplies used by school systems; ability to maintain an inventory of supplies and equipment; ability to follow oral and written instructions; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalent diploma and one year of full-time paid, or its' part-time equivalent, experience in a position requiring responsibility for maintaining a substantial inventory.
- B. Two (2) years of full-time paid, or its' part-time equivalent, experience in a position requiring responsibility for maintaining a substantial inventory.

ULSTER COUNTY
6970 STORES CLK
Classification: Competitive
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Revised: December 22, 1993