

CLASS TITLE: STOCK CLERK

PURPOSE OF THE CLASSIFICATION: Under general supervision performs routine manual and clerical work in the receiving, handling, storing, maintaining, and issuing of work related materials, and other related assigned duties.

ESSENTIAL TASKS:

- Receives, examines, inspects, and records materials, supplies, tools, and equipment
- Issues materials authorized as requested
- Places stock in proper bins and racks
- Loads and unloads parts, stock, and materials from vehicles
- Maintains and salvages usable work materials
- Operates a variety of power hand tools and equipment if needed
- Operates fork lift and a variety of light automotive equipment
- Picks up and delivers parts, materials, supplies, and surplus equipment
- Maintains and cleans work areas
- Takes inventory of stock and non-stock items
- Maintains various records and forms
- Requires cross-training in all positions and may work lead position in absence of storekeeper
- Must report to work on a regular and timely basis
- Some positions may be required to maintain/repair equipment and uniforms

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and two (2) years of experience in stockroom work and warehousing procedures; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of store-keeping principles and practices; some knowledge of automotive parts; some knowledge of keeping simple records; and good knowledge of the safety requirements of the work performed. Ability to post records accurately; ability to perform simple mathematical computations; ability to operate a computer; ability to perform heavy manual labor; ability to operate a fork lift; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 60 pounds; frequent carrying up to 10 pounds and occasional carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds; frequent balancing, bending, kneeling, handling, smelling, and twisting; occasional reaching, feeling, and climbing; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; some positions within this classification may require the possession of a valid Oklahoma Class "B" Commercial Driver's License (CDL) with applicable endorsements, and S.C.B.A. Repair Certification.

WORKING ENVIRONMENT: Working environment is both indoors and outdoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, traffic, exhaust or paint fumes, excessive dust, weather/temperature extremes, damp/wet surfaces, snow/ice covered surfaces, insect bites, and high noises; and may be required to work overtime and be on 24 hour standby.

Class Code: 8506

EEO Code: N-07

Pay Grade: LT-14

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Group: Labor and Trades

Series: Purchasing and Stores

Effective date: June 1, 1996