

Classification and Qualification STANDARDS

Stock Clerk

*Class Code: 1509
Date Revised: 01-01-1978
FLSA: Non-Exempt*

Classification Standard Reformatted: 06-01-2013

OVERVIEW:

Under immediate supervision, Stock Clerks perform work involving the receipt, checking, storage, inventory, issue, and delivery of materials, equipment, and supplies; prepare and/or file forms associated with the receipt and delivery of goods; and, perform related work as required.

The Stock Clerk classification is distinguished from the Warehouse Worker classification by the absence of the requirement to operate powered materials handling equipment and the absence of the requirement to utilize special material handling techniques for other than an incidental portion of time.

TYPICAL ACTIVITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Stock Clerks typically perform work involving some or all of the following duties: check and compare goods received with purchase invoices, bills of lading, purchase orders, or requisitions; fill requisitions and deliver supplies; wrap and package goods for shipment; prepare bills of lading showing proper shipping instructions; take physical inventories and keep perpetual inventory records of the quantities of stock on hand; keep shelves and goods clean and see that stock is in its place and neatly arranged; notify superiors when stock becomes low; replenish the stock on shelves from a general storeroom as needed; segregate and store goods; keep records of goods received and shipped; occasionally recondition damaged stock; prepare reports of work done.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

Ability to match names and numbers quickly and accurately; rapidly learn general office procedures, the methods and practices used in receiving, storing, packing, and shipping materials and supplies, and the methods of taking inventories and maintaining inventory records; read and write at a level appropriate to the duties of the position; perform mathematical calculations; learn and apply safe methods of moving supplies and equipment; perform manual labor; follow oral and written directions; keep simple records; and, make simple reports.