

LABORATORY STOCK CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents order, receive, store, and issue laboratory supplies and equipment and keep necessary records. Supervision is not a regular responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Ensures stock levels are maintained;

Requisitions stock as needed;

Receives new stock and checks against requisition and specifications for quantity and quality;

Issues stock to laboratories as needed;

Keeps records of stock received, on hand, and used;

Enters and retrieves lab data using an automated system and equipment;

Prepares materials, such as specimens, for shipment;

Prepares chemical solutions for use in laboratories;

Maintains cleanliness and orderliness of stockroom.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of stock-keeping practices and procedures; familiarity with the terminology, activities of, and materials used in laboratories; ability to maintain systematic stock records; ability to make simple arithmetic computations; ability to carry out oral and written instructions; accuracy; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and six months experience in either stock-keeping or laboratory work.