

SENIOR STOCK CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for processing orders, receiving stock, storing, and distributing supplies in a diverse inventory. Responsibilities include the automated inventory control over a supply system and the physical maintenance and up-keep of the stock area and all associated equipment. Supervision may be exercised over a small number of employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Receives, unloads and issues all supplies, material, equipment, and food items and prepares them for proper storing and/or delivery;

Checks delivery of ordered items, and inspects them for correct order, quality and quantity;

Prepares and processes purchase orders for stock items in order to maintain an adequate inventory of supplies, forms, and equipment;

Checks requisitions to ensure that coding, quantities requested, quantities issued and authorizations are correct;

Follows up on ordered items with the Department of Finance when appropriate;

Calls vendors to track orders placed and/or to rectify problems that may occur in receiving damaged and/or wrong items;

Conducts periodical inventories to determine the need for stock replacement and to review the utilization rate and shelf life of stock items;

Initiates credit procedures for damages, undelivered or reordered items to ensure non-duplication;

Informs supervisor of any inactive, unusual and/or excessive use of stock items;

Maintains automated records and reports of items ordered, received and in stock to track utilization rates and cost of supplies;

Operates hand and power driven equipment to move bulk items;

Cleans and performs minor maintenance or repair on designated equipment, or arranges for periodic maintenance as provided by service contracts;

Maintains stored items in an organized fashion to ensure rotation of stock, proper storage, classification and safety of stock area;

Ensures that storerooms/warehouse is properly secured, cleaned and maintained;

Provides inventory data and cost reports to appropriate administrator in preparation of annual budget;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern storekeeping and methods used in inventory control including checking, storing, maintaining, and issuing stock items; ability to maintain automated inventory records and generate routine reports; ability to make simple arithmetical computations; ability to understand and carry out oral and written instructions; good judgment in stocking and reordering items and in processing orders; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; ability to get along well with others; alertness; integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and three years of clerical experience, one year of which must have involved the purchasing, ordering, receiving, storing and/or issuing of equipment, materials, and supplies.

SUBSTITUTIONS: Satisfactory completion of 30 credits* may be substituted on a year for year basis for all of the above stated experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.