

STORES CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs moderately difficult manual and clerical duties in connection with the receipt, distribution and storage of equipment, materials and supplies purchased by a school district. An incumbent maintains records and tracks inventory manually or through the use of computer software program(s). Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Schedules and coordinates the shipping, delivery and returns of equipment, materials and supplies;

Liaison with school district personnel and vendors to resolve issues relating to shipping and delivery;

Receives all equipment, materials and supplies purchased by district;

Loads and unloads vehicles for receipt and delivery of equipment, materials and supplies;

Inspects all equipment, materials and supplies for damage and reconciles count against purchase orders and requisitions to ensure accuracy of shipment;

Completes data entry in an automated system to prepare, print and affix labels to supplies prior to shipping to the various schools throughout the district;

Distributes all supplies to various schools throughout the district;

Stores all supplies purchased by the district in quantity;

Maintains inventory records of all equipment and supplies owned by the district and files purchase requisitions;

Takes stock of all equipment, materials and supplies periodically and/or annually;

Notifies Board of Education and supervisor of depletion of stock;

Prepares reports on shipping costs and inventory;

Maintains organized work and storage areas;

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

EXAMPLES OF WORK: (Illustrative Only) (Continued)

May be required to drive a car or small truck to pick up or deliver materials, or operate equipment such as a forklift, hand truck or pallet jack to move materials;

May assist staff in unboxing or assembling equipment, materials and supplies such as science kits.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of methods and practices used in the receipt, storage, shipping and distribution of commodities; good knowledge of general office practices; familiarity with the various equipment, materials and supplies used in a school district; ability to maintain systematic stock records and inventories; ability to lift and carry heavy shipping boxes; ability to make simple arithmetical computations; ability to communicate effectively both orally and in writing; ability to understand and carry out oral and written instructions; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; organizational skills; attention to detail; dependable; initiative; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience which involved handling, ordering, inventory and distribution of equipment, materials, or supplies.

SPECIAL REQUIREMENT: If applicable, possession of a valid license appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

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 REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.