

WAYNE-FINGER LAKES BOCES
MINIMUM SALARY: \$46,963
EXAM IS REQUIRED – WILL BE SCHEDULED IN FUTURE

STOCK CLERK II

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for establishing and implementing a system of inventory control procedures for equipment, property and supplies to insure effective utilization and continuity of supply. Responsibilities include processing requisitions, records maintenance, automated inventory systems maintenance and regular inventory control over stored items to continue adequate supply. The work is performed under general supervision, with wide leeway allowed for exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of subordinate employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops and maintains a computerized system for inventory, replenishment and control;
Develops and maintains computer programs for electronic scanning devices;
Establishes appropriate computerized record backup;
Installs and adjusts software to meet inventory and maintenance needs;
Assists with the development of purchase orders using New York State standards;
Contacts vendors regarding purchase orders, expected delivery dates and return of incorrect or damaged goods;
Checks incoming supplies and equipment against bills, vouchers, and requisitions to insure proper shipment and no damage has been sustained;
Receives, verifies and stores a wide variety of fuel, lubricating supplies, tools, equipment and replacement parts;
Unpacks, counts, sorts and shelves supplies and materials;
Updates perpetual inventories, notes any deficiencies in stock levels and submits purchase requisitions to purchasing office for supply replenishment;
Maintains weekly and monthly consumption records by user department;
Performs a variety of clerical activities related to the work;
Maintains storeroom in a clean and orderly manner by sweeping, mopping and dusting floors and shelves;
Insures stockroom security by admitting only authorized personnel.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of inventory control procedures used in receiving, disbursement, count and balance checks and accountability of perpetual inventory; good knowledge of the methods and procedures involved with property movement; good ability to adapt computer software to inventory and maintenance records keeping; good ability to install software; ability to development, implement and maintain inventory control procedures; ability to maintain systematic stock-keeping records; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential function of the position; ability to develop and maintain effective working relationships and coordinate efforts of personnel; integrity; accuracy; dependability; initiative; tact; physical condition commensurate with the demands of the position.

STOCK CLERK II

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND four (4) years of full-time paid experience, or its part-time equivalent, involving requisitioning, receiving, storing and issuing supplies, materials and/or equipment on a large scale.

NOTE: Completion of 60 credit hours from a regionally accredited or New York State registered college or university in business management, business administration, accounting, computer science or a closely related field may be substituted for work experience up to two years, with 30 credits equaling one year of experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of an appropriate New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: JANUARY 2, 2017

CIVIL SERVICE CLASSIFICATION: COMPETITIVE