

**Victor School vacancies:
Substitute starting rate: \$18.00/ hr**

STOCK CLERK

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and one (1) year of full-time paid experience, or its part-time equivalent, involving ordering, storing and issuing supplies and materials on a large scale, which shall have involved use of a computer; OR
2. Two years of experience as outlined in (1) above.

NOTE: Completion of 30 credit hours 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 NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing a variety of clerical and manual activities in a central storeroom by receiving, storing and distributing an extensive and varied stock of supplies, equipment, fuel and lubricating supplies for maintenance. The work is performed under general supervision, with leeway allowed for exercise of independent judgment in carrying out 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)

Assists in the development and maintenance of a computerized system for parts inventory, replenishment and control;
Checks incoming supplies and equipment against bills, vouchers, and requisitions to ensure proper shipment and no damage has been sustained;
Receives, checks and stores a wide variety of fuel, lubricating supplies, tools, equipment and replacement parts;
Contacts vendors on incorrect or damaged shipments;
Unpacks, counts, sorts and shelves supply and materials;

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STOCK CLERK

TYPICAL WORK ACTIVITIES: (Illustrative only) (continued)

Updates perpetual inventories, notes any deficiencies in stock levels and submits purchase requisitions to purchasing office for supply replenishment;
Establishes appropriate computerized record backup;
Installs and adjusts purchased software to meet inventory and maintenance needs;
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;
Ensures stockroom security by admitting only authorized personnel.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of methods and practices used in receiving and storing supplies, equipment and materials; working knowledge of inventory control methods and procedures; working knowledge of computer operation; ability to adapt purchased computer software to inventory and maintenance record keeping; ability to install purchased software; 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. Physical condition commensurate with the demands of the position.

APPROVED: FEBRUARY 22, 2000

REVISED: 12/19/16, 11/14/22

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

(Ontario County job specification for Stock Clerk adopted by Geneva City School District on 6/12/00)