

SUPPLY CLERK

NATURE OF WORK IN THIS CLASS:

This is routine manual and clerical involved in the operation and maintenance of a storeroom.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Receives, unpacks, and stores materials and supplies.

Verifies materials and supplies against purchase orders and invoices.

Prepares requisition to replenish items; makes periodic inventory of items in the storeroom; cleans storeroom and keeps stock in order.

Maintains records of items received and issued.

May obtain price quotations from various vendors.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of storekeeping operations.

Knowledge of modern office practices and procedures.

Ability to maintain records and prepare reports.

Ability to work effectively with the public and employees.

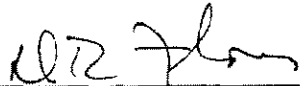
Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

(A) Six months of experience involving storage and accountability of materials and supplies; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



 DAVID R. FLORES, Executive Director
 Civil Service Commission