

Classification and Qualification



STANDARDS

The California State University System

Stock Clerk

Class Code 1509

Date Established 1931

Date Revised 1-1-78

Occupation Index Reference H-8

DEFINITION:

Under immediate supervision, to perform work involving the receipt, checking, storage, inventory, issue, and delivery of materials, equipment, and supplies; and to prepare and/or file forms associated with the receipt and delivery of goods; and to do related work as required.

Distinguishing Characteristics:

Positions in this class are distinguished from those in the Warehouse Worker class by the absence of the requirement to operate powered materials handling equipment and the absence of the requirement to utilize special material handling techniques for other than an incidental portion of time.

Examples of Typical Activities:

Incumbents of positions in this class check and compare goods received with purchase invoices, bills of lading, purchase orders, or requisitions; fill requisitions and deliver supplies; wrap and package goods for shipment; prepare bills of lading showing proper shipping instructions; take physical inventories and keep perpetual inventory records of the quantities of stock on hand; keep shelves and goods clean and see that stock is in its place and neatly arranged; notify superiors when stock becomes low; replenish the stock on shelves from a general storeroom as needed; segregate and store goods; keep records of goods received and shipped; occasionally recondition damaged stock; prepare reports of work done.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Ability to match names and numbers quickly and accurately; ability to rapidly learn general office procedures, the methods and practices used in receiving, storing, packing, and shipping materials and supplies, and the methods of taking inventories and maintaining inventory records; ability to read and write at a level appropriate to the duties of the position; ability to perform arithmetic computations; ability to learn and apply safe methods of moving supplies and equipment; ability to do manual labor; ability to follow oral and written directions; ability to keep simple records and make simple reports.

Work Week Group: 1
Premium O/T: Yes
Shift Differential: Yes
Employee Category: Non-Academic