

LINN COUNTY CLASSIFICATION

TITLE: STORES CLERK

NUMBER: 259

PAY RANGE: 03

CATEGORY: TEAMSTER

APPROVAL ORDER

NUMBER: 2001-427

DATE: December 4, 2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Assists the department's Purchasing Agent in receiving, storing and distribution of goods and supplies; maintains inventories and related records; custodial work for shop and lunchroom.

SUPERVISION RECEIVED: Works under the close supervision of the Purchasing Agent or Division Supervisor who sets goals, assigns duties, observes performance and inspects work upon completion for conformance to department work standards.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of this position.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Receive, unpack and store goods and supplies in proper storage places; check incoming materials against invoices or purchase orders.
2. Take and maintain inventories; brand or mark supplies, keep records of goods received and issued; post to shop service rendered forms; and maintain store records on computer.
3. Clean storeroom, keep stock in order; pick up and deliver parts and supplies on request; operate forklift in loading and unloading supplies.
4. Maintain equipment services rendered files; issue vehicle fuel keys, make minor repairs and generally maintain items in stock.
5. Clean shop area, lunchroom, restrooms, replenish restroom supplies.
6. Do related shop work as may be required and directed by Shop Supervisor.

OTHER FUNCTIONS:

7. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of storekeeping methods and practices, knowledge of inventory recordkeeping and control methods plus purchase and requisition procedures. Ability to make simple arithmetic computations, maintain inventories and keep simple records; ability to carry out oral and written instructions; good physical condition, strength and agility to facilitate the handling of bulky or heavy stock items; ability to develop effective working relationships with other employees and vendors; may require ability to type and computer keyboard entry.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or GED; two years experience in the maintenance of stocks for a variety of auto and truck parts, preferably supplemented by some experience in computer keyboard data input; some experience and knowledge of janitorial cleaning methods.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a Commercial Drivers License Class "A" with Air Brake and Tanker endorsement and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENTAL: Work is performed indoors and outdoors in all types of weather and in all areas of the county. Work requirements include the ability to see, talk, hear, sit, stand, walk, bend, stoop, kneel, jump and run. The ability to use hands to finger, handle or operate objects, tools or controls, to reach with hands and arms and to lift or move fifty (50) pounds is also required.