

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Stock Clerk - I

Unit: Maintenance & Operations

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Job Code: E1364
Original Date: 08/1983
Last Revision: 1/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 20

DEFINITION

Under the direction of an assigned supervisor or manager, receive, store, issue, and ship supplies and equipment in district stores, bookstore, and warehouse or maintenance operations; may conduct routine ordering, procurement, and delivery activities. Enter data into computer inventory and accounting system software.

DISTINGUISHING CHARACTERISTICS

A Stock Clerk-I works under the lead direction of a Stockroom Supervisor, Stock Clerk-II, or other supervisor in performing a full range of duties in a campus bookstore or storeroom, warehouse, or other stockroom facility. Those assigned to the Stock Clerk-II class either work in a lead capacity at a major campus bookstore or stores facility, training and providing work direction to those in the Stock Clerk class or part-time student workers and performing the more complex and/or difficult assignments or work independently at a smaller campus, assuming a full range of responsible duties required in a bookstore or campus stores facility.

EXAMPLE OF DUTIES

1. Receive books, supplies, equipment, and materials; match purchase orders to invoices; monitor prices; inspect items for quality, condition, and conformity to stated specifications.
2. Participate in the requisitioning and receipt of materials; maintain reports and data.
3. Maintain proper stock levels and inventory records; file records, such as bills of lading, purchase orders, and inventory cards; maintain suspense files.
4. Prepare bills of lading, delivery slips, and packing slips for return of books or supplies.
5. Pick up and deliver items to and from departments and vendors.
6. Calculate discounts and markups; assist in identification, specification, and price determination on bookstore or other items.
7. Operate a variety of equipment, including pickups, delivery carts, forklifts, computers, printers, copiers, calculators, and fax machines.
8. May order and expedite the procurement of items needed routinely and immediately, under the authority of existing purchase orders; may identify new vendors and request the creation of purchase orders as needed; may act as a tool crib attendant.
9. Comply with safety and security regulations regarding special handling or flammable and alcohol-based supplies.
10. Assist in conducting and coordinating annual stockroom inventory.
11. Respond to request for services and updates in person, using email, or via telephone. Explain relative policies, procedures, and practices. May install, assemble, remove, or attach small items or components.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONSKnowledge:

Basic math.
Computer applications, including word processing, spreadsheet and databases.
Interpersonal skills using tact, patience, and courtesy.
Inventory and quality control.
Modern storekeeping methods and practices.
Oral and written communication skills.
Record-keeping techniques.
Specialized terminology and procedures of assigned area.

Skills and Abilities:

Apply the laws, regulations, and policies governing the proper storage of certain high-risk supplies, such as alcohol, firearms, or flammable materials.
Apply the laws, regulations, and safety practices related to the use and operation of equipment, such as the delivery truck, van, hand truck, pallet jack, and forklift.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Interact with faculty, staff, and administrators.
Maintain accurate and timely records and prepare reports.
Make simple arithmetic calculations.
Operate a variety of equipment, including forklift, pickups, delivery trucks, delivery carts, computers, printers, copiers, fax machines and calculators.
Organize and prioritize workload.
Provide assistance to College administrators and staff.
Understand and follow oral and written directions.
Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures.
Work cooperatively with others.

License:

Valid California driver's license.

Training and Experience:

Any combination equivalent to: six months of experience in a receiving or warehouse operation or sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONSPhysical Requirements:

Category I, subject to standing for long periods of time and heavy lifting. Some climbing ladders and working at heights.

Environment:

May include less desirable extremes; stockroom environment, subject to possible hazards and fumes due to breakage of bottles containing chemicals or falling of heavy objects.