

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Stock Clerk - II

**Unit:** Maintenance & Operations

**Page:** 1 of 2  
**Job Code:** E1366  
**Original Date:** 08/1983  
**Last Revision:** 01/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 24

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### **DEFINITION**

Under the direction of an assigned supervisor or manager, perform a variety of complex and responsible duties in a lead capacity at a major campus bookstore or stores facility or independently at a smaller campus to ensure the flow of shipments and deliveries of goods and services are processed in an accurate, timely, and profitable manner. Coordinate delivery fulfillments and customer satisfaction of internet sales/reservation system; enter data into inventory point-of-sale system, balancing invoicing to purchase orders and receiving paperwork; train and provide work direction to assigned personnel.

### **DISTINGUISHING CHARACTERISTICS**

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. Perform a wide range of duties in the operation of a campus bookstore or stores stockroom; develop and implement operating procedures.
2. Participate in the requisitioning, receipt, and distribution of materials; input fixed asset information into database; maintain reports and data; receive supplies, equipment, and materials. Document and create materials discrepancy reporting for damaged, shortage, overage, or wrong merchandise for traceability and control.
3. Perform or oversee the entering of receiving and invoicing data; combine and confirm purchase orders and invoices with receiving documents; calculate and confirm accuracy of retail pricing, merchandised costs, and freight expenses. Match purchase orders to invoices; inspect items for quality and conditions; monitor prices and note changes to purchase orders.
4. Determine, analyze, identify, and create change back/return debit memos to publishers, wholesalers, and vendors for timely return of unsold, damaged, or wrong merchandise received. Communicate, interact, and coordinate with common carriers and vendors in the procurement, receiving, and shipment of merchandise and supplies to resolve problems related to merchandise received.
5. Maintain proper stock levels and inventory records; file records such as bills of lading, purchase orders, and inventory cards.
6. Purchase stock and non-stock supply items as necessary within approved budget limits.
7. Deliver items to departments or individuals.
8. Operate and oversee a variety of material-handling equipment, including pickups, hand trucks, pallet jacks (manual and electric), dollies, delivery carts, forklifts, and calculators.
9. Train and provide work direction to a Stock Clerk-I or student workers as assigned. Assist with performance evaluations and selection recommendations.
10. Ensure compliance with safety and security regulations regarding special handling of flammable and alcohol-based supplies.

11. Assist in conducting and coordinating annual stockroom inventory.
12. May open and close POS daily bookstore operation; maintain change fund as needed.
13. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Basic math.
- Basic regulations and practices related to the shipping and receiving of merchandise.
- Computer applications, including word processing, spreadsheet, and databases.
- Customer service and interpersonal skills using tact, patience, and courtesy.
- Inventory and quality control.
- Laws, regulations, and policies governing the proper storage of certain high-risk supplies, including alcohol, firearms, or flammable materials.
- 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.
- Modern storekeeping methods and practices.
- Oral and written communication skills.
- Principles and practices of training and work direction.
- Record-keeping techniques.

#### Skills and Abilities:

- Analyze situations accurately and solve problems decisively.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Estimate and order adequate stock levels.
- Explain and apply policies, procedures, and regulations.
- Implement the operation of a stores facility.
- Operate a variety of equipment including pickups, delivery trucks, delivery carts, forklifts, computers, printers, copiers, fax machines, and calculators.
- Prepare clear, accurate, and timely records and reports on stockroom contents.
- Provide assistance to College administrators and staff.
- Train and provide work direction to others.
- Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures.
- Work reliably under minimal direct supervision.

#### License:

- Valid California driver's license.

#### Training and Experience:

- Any combination equivalent to: completion of high school or GED certificate equivalent and one year of experience at the level of Stock Clerk-I or sufficient training and experience to demonstrate the knowledge and abilities listed above.

### **WORKING CONDITIONS**

#### Physical 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.