

## HEAD STOCK CLERK

### DEFINITION

Supervises employees in the performance of the manual and clerical duties of ordering, receiving, storing, and issuing equipment, supplies, foods, and materials at one or more supply operations.

### TYPICAL DUTIES

Supervises employees in the performance of the operations listed below:

- Keeping records of stock items and ordering items as necessary
- Receiving and inspecting items from vendors, schools, or State agencies
- Storing stock in an orderly and efficient manner
- Maintaining computer-based stock locator files
- Inventorying
- Filling orders against invoices
- Checking and packing orders for shipment
- Placing orders on pallets and wrapping them
- Loading pallets on vans

Determines labor allocation required for the performance of assigned work.

Operates a variety of machines, such as copiers, calculators, office computers, or other related peripheral equipment.

Prepares production reports.

Researches and resolves discrepancies in records and reports.

Supervises the maintenance of storage facilities and warehouse equipment.

May supervise the inspection, storage, and distribution of films, library and text books, and other instructional materials.

May approve substitutions for items ordered.

May contact vendors regarding availability of items, prices, and delivery and payment problems.

May train new employees in stores functions.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Head Stock Clerk has responsibility for one or more supply operations and supervises Stock Clerks, Stock Workers, Forklift Operators, and clerical personnel in the ordering, receiving, storing, and issuing of supplies and equipment. A Head Stock Clerk supervises a large crew in the performance of duties related to one supply function or supervises fewer employees in the performance of duties involved with a variety of supply functions.

A Stores Supervisor assists a Senior Stores Supervisor in directing the personnel and operations of District warehouses.

A Principal Stock Clerk performs manual and clerical duties in connection with one or more supply operations, and exercises supervision over Forklift Operators, Stock Clerks, and Stock Workers.

## SUPERVISION

General supervision is received from a Stores Supervisor, Senior Stores Supervisor, or Area Facilities Services Director. Supervision is exercised over lower-level stores personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Supervision and training techniques
- Warehouse methods and equipment
- Methods of handling, storing, wrapping, and packing various types of items, including fragile and perishable materials
- Clerical procedures required in supply operations
- Safety and fire regulations and practices pertaining to warehouse layout and storage of material and equipment
- Safe lifting procedures
- Computer applications such as word processing, spreadsheets, database, email and graphics software programs

### Ability to:

- Supervise effectively and perform with accuracy and safety the various clerical and manual operations required in a large warehouse
- Exercise proper judgment in loading elevators, lift-trucks, and other material-handling equipment
- Keep accurate records pertaining to invoice control or to ordering, receiving, storing, and issuing equipment and supplies
- Recognize safety hazards and take appropriate action
- Operate a computer and associated peripheral equipment

### Special Physical Requirement:

- Safely lift and move items weighing up to 100 pounds
- Stand and walk on concrete floors for extended periods
- Motor dexterity and depth perception required to operate for forklifts and stackers

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency preferably supplemented by courses in storekeeping, warehousing, supervision, and written communication.

### Experience:

Three years of experience in ordering, receiving, inspecting, storing, or issuing supplies and equipment.

Special:

Some positions may require a valid California Driver License and use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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