

## MEDICAL SUPPLY CLERK

### DEFINITION

Orders, receives, stores, and issues medical supplies and equipment, and performs manual and clerical duties related to the maintenance of a central supply facility for District health and medical programs.

### TYPICAL DUTIES

Receives, inspects, and stores medical equipment and supplies delivered by vendors and District personnel.

Disburses medical supplies and equipment from a stock room to health centers, schools, and offices.

Maintains medical supplies and equipment, packages and stores vaccine supplies such as measles, mumps, DPT/Tdap, rubella (MMR), polio, Hepatitis A, Hepatitis B, varicella, Hib, meningitis, pneumococcal, HPV, and influenza utilizing sterile techniques and approved procedures such as maintaining temperature logs in an electronic system.

Arranges for the disposal of contaminated medical supplies.

Provides information related to medical supplies, equipment, and their availability and use to District staff.

Maintains access to the California Immunization Registry and utilizes the registry to monitor vaccine inventory and administration, as needed.

Notifies District Nursing Services and Student Medical Services designated staff when medical supplies and equipment inventories are low and may assist with ordering supplies.

Maintains storage facilities and equipment in a clean and orderly condition.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Medical Supply Clerk maintains a central supply facility and performs manual and clerical duties in relation to ordering, receiving, storing, and issuing medical supplies and equipment.

A Stock Clerk performs manual and some clerical duties with regard to one or more supply operations and may exercise work direction over Stock Workers and clerical personnel.

### SUPERVISION

General supervision is received from the Director, District Nursing Services or designee.

### CLASS QUALIFICATIONS

#### Knowledge of:

Basic medical supplies

Proper methods of handling, storing, wrapping, and packing sterile items, including fragile and perishable materials

Safety precautions required in handling various solvents and reagents

Vaccines storage and transportation methods

Purchasing procedures

Ability to:

Perform clerical and manual operations required in a stock room  
Exercise proper judgment in loading and moving material safely  
Maintain good relations with District personnel and vendors  
Plan work and schedule deliveries to meet timetables  
Make accurate arithmetic calculations  
Use a computer and associated peripheral equipment

Special Physical Requirements:

Safely lift and carry supplies and equipment weighing up to 50 pounds  
Manual dexterity required to handle fragile vials  
Visual acuity required to read small print on medical supply labels and calibrated equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of experience in receiving, inspecting, storing, or issuing supplies and equipment, preferably including six months in handling medical and laboratory supplies and equipment.

Special:

Completion of the California Immunization Registry training is required by the end of the probationary period.

The 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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