

MEDICAL SUPPLY CLERK

DEFINITION

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

TYPICAL DUTIES

- Completes requisitions for medical equipment and supplies, chemicals, forms, furniture, and X-ray film for District health and medical programs.
- Provides specifications and vendor and price information to the Procurement Services Division.
- Receives, inspects, and stores equipment and supplies delivered by vendors and District personnel.
- Disburses supplies and equipment from stock rooms to health centers, schools, and offices.
- Plans the workload of the unit and schedules the preparation of materials and deliveries to meet the timetables of programs and activities.
- Maintains budget records and inventories of supplies and equipment.
- Packages and stores vaccine supplies for inoculations against tuberculosis, measles, DPT, rubella, and polio, utilizing sterile techniques and approved procedures such as maintaining temperature logs.
- Arranges for the destruction of confidential records and the disposal of contaminated medical supplies.
- Provides information related to medical supplies, equipment, and their use to District staff and outside contacts.
- Maintains storage facilities and equipment in a clean and orderly condition.
- Contacts vendors for repairs to medical equipment.
- Makes emergency purchases of non-stock items directly from vendors.
- 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 supervision over Stock Workers and clerical personnel.

SUPERVISION

General supervision is received from the Director, District Nursing Services. Immediate supervision is exercised over a Stock Worker and occasionally student workers.

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
- Budget maintenance, accounting, and purchasing procedures related to supply operations

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:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

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JPK