

STOCK CLERK (COMPUTER REPAIR)

DEFINITION

Orders, receives, stores, prepares, and issues computer supplies and equipment, performs other manual and clerical duties pertaining to the maintenance and operation of a computer parts storage facility; and performs minor computer repair.

TYPICAL DUTIES

Receives, inspects, stores, and catalogs computer parts and supplies used by Computer Technicians to repair computers and computer printers.
Issues computer and printer parts to Computer Technicians and other personnel as requested.
Takes inventory of supplies and equipment and requests the purchase of computer and printer parts and supplies.
Receives supplies and equipment and checks invoices against stock received for quantity and quality and agreement with items ordered.
Receives computers in need of repair from schools and offices.
Keeps boxes and other containers for computer parts properly labeled.
Processes and packages damaged computer equipment and supplies to send back to the vendor for repair or replacement.
Maintains storage facilities in a clean and orderly condition.
Performs minor computer repair as instructed by a classified administrator.
Uses manual and power tools to assemble and/or repair equipment.
Drives, loads, and unloads a light truck or van in the delivery of supplies and equipment.
Answers telephones, takes messages, and conveys approved information.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Stock Clerk (Computer Repair) performs manual and clerical duties pertaining to the maintenance and operation of a computer parts storage facility and performs minor computer repair.

A Head Stock Clerk has responsibility for one or more supply operations and supervises Stock Clerks, Stock Workers, 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.

Other specialized Stock Clerk classes, such as Stock Clerk (Chemistry) and Stock Clerk (Cosmetology), are assigned manual and clerical duties in relation to the ordering, receipt, storage, and distribution of the types of supplies and equipment indicated in the class title.

SUPERVISION

General supervision is received from a classified administrator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Current practices, tools, and materials involved in the maintenance, repair, and overhaul of personal computers and peripheral equipment
- Proper methods of handling and storing various computer materials, such as motherboards, disk drives, circuit boards, and printer parts
- Operation of a stock room
- Inventory practices
- Safety regulations and practices applicable to the use and installation of computer parts

Ability to:

- Keep accurate records pertaining to the ordering, receiving, storing, and issuing of computer supplies and equipment
- Use tools involved in computer repair work
- Check invoices in detail
- Perform basic arithmetical computations
- Work and orally communicate effectively with District personnel and the public

Special Physical Requirement:

- Safely lift and carry objects that weigh up to 65 pounds

ENTRANCE QUALIFICATIONS

Education:

- Graduation from high school or evidence of equivalent educational proficiency.

Experience:

- One year of experience in receiving, inspecting, sorting, issuing or delivering supplies and equipment, preferably including six months in handling various types of computer supplies including motherboards, printers, modems, and network cards.

Special:

- A valid California Driver License.

New Class
07-23-97
KK