

PRINCIPAL STOCK CLERK

DEFINITION

Supervises and participates in manual and clerical duties involved in ordering, receiving, storing, or issuing school supplies, materials, and equipment in a large warehouse, including supervising the movement of stock items by Forklift Operators, Stock Workers, and Stock Clerks.

TYPICAL DUTIES

Supervises and performs manual and clerical duties involved in one or more of the following warehouse operations:

- Keeping records of supplies, materials, and equipment received or on hand
- Receiving and inspecting items delivered from vendors, schools, or State agencies
- Storing stock in an orderly and efficient manner
- Filling orders against requisitions or invoices
- Checking and packing orders for shipment
- Unpacking and storing supplies and stock in an orderly and efficient manner
- Requisitioning supplies and equipment
- Taking inventories and maintaining a continuing inventory of items
- Returning supplies and equipment delivered in error or no longer needed

Supervises the movement of stock items by operators of forklifts, stackers, or similar material-handling equipment.

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

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

Maintains equipment and supplies in compliance with safety and insurance regulations.

May operate a forklift and other mechanical equipment in transporting supplies.

May contact vendors to obtain availability of items and cost.

May answer telephones, take messages, and convey approved information.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

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 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 a Head Stock Clerk or Stores Supervisor. Supervision is exercised over Forklift Operators, Stock Clerks, and Stock Workers.

CLASS QUALIFICATIONS

Knowledge of:

- Supply-handling methods and equipment, including the safe and efficient operation of forklifts and stackers and load limitations of such equipment
- Methods of handling, storing, wrapping, and packing all types of items, including fragile and perishable materials
- Clerical procedures required in supply operation
- Materials used in a large school system
- Computer applications such as word processing, spreadsheets, database, email and graphics software programs

Ability to:

- Make accurate arithmetical computations
- Perform clerical and manual operations required in supply operations with accuracy and safety
- Exercise proper judgment in loading elevators and in loading and operating lift-trucks and other material-handling equipment
- Keep accurate records pertaining to the receipt, storage, and issuance of supplies and equipment
- Supervise employees effectively and maintain good working relationships with District personnel
- Operate a computer and associated peripheral equipment

Special Physical Requirements:

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

ENTRANCE QUALIFICATIONS

Education:

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

Experience:

Two years of experience receiving, inspecting, storing, or issuing supplies and equipment.

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.