

Stock Clerk II

Definition:

Under direction, to be responsible for and have charge of a storeroom containing a variety of supplies; supervise and give direction to others; and to do related work as required.

This is the first supervisory level in the Stock Clerk series. Incumbents in this class are required to know the full range of storeroom, warehouse, and inventory practices and procedures. Assignments may be made to a variety of departments where the incumbent must be knowledgeable of any special treatment needed for materials and supplies unique to that department. In addition to regular storekeeping duties, incumbents may have supervisory and/or lead worker responsibilities within a storeroom. Stock Clerk II is further distinguished from Stock Clerk I by its increased involvement in planning, more advanced record keeping and supervision responsibilities.

Essential Functions:

- Supervises and actively participates in the receiving, storing, issuing and delivering of materials, supplies and equipment
- Checks and prepares reports of materials received
- Checks with operating officials and vendors to coordinate delivery dates and correct errors
- Maintains adequate stock levels
- Supervises and participates in the maintenance of perpetual and periodic inventories
- Maintains detailed and accurate records; provides information as to materials in stock and prices
- Plans storeroom operations and, with approval, establishes storeroom procedures
- Prepares budget estimates, periodic and special reports
- Keeps stores cost allocations and compares delivery slips with purchase orders
- Utilize personal or mainframe computers in the performance of duties.
- Performs job-related duties as assigned

Employment Standards:

- High School Diploma, G.E.D. or equivalent
- Four (4) years of responsible storekeeping. Two (2) years of experience as a Stock Clerk I is qualifying.
- Possession of a valid Class C California Driver's License prior to the time of appointment is required.

Knowledge of: storeroom and stock control methods and procedures; manifests, bills of lading and/or other receiving documents;

Ability to: estimate future supply needs and to develop procedures for insuring that adequate stocks are available; keep and supervise the maintenance of accurate records; plan and direct the work of others; handle heavy or bulky shipments without damaging; and maintain proper public relations.

A background check may be conducted for this classification.

All Kern County employees are designated “Disaster Service Workers” through state and local laws (CA Government Code Sec. 3100 - 3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.