

Stock Clerk I

Definition:

Under supervision, to order, receive, record, store and deliver supplies, materials and equipment; in a storeroom or warehouse setting.

Essential Functions:

- Orders, receives and records receipt of supplies, materials and equipment; returns supplies, materials and equipment to vendors, including shipping and tracking items, as necessary.
- Reviews reports of materials received, verifies and routes a variety of receipts, invoices and/or other related information for payment; issues and delivers supplies, materials and equipment.
- Prepares storage space and stores supplies, materials and equipment received; maintains adequate stock levels.
- Completes a variety of forms; logs forms usage and maintains adequate stock levels.
- May utilize personal or mainframe computers in the performance of duties.
- Assembles orders for delivery off site; may transport and pick up items off site.
- Assists in the maintenance of perpetual and periodic inventories.
- Maintains safe, clean and orderly work area; performs necessary cleaning tasks as appropriate to the work setting.
- Performs other job-related duties as required.

Employment Standards

- Any combination of training and experience equivalent to high school graduation or successful completion of GED.

Knowledge of: methods and procedures involved in storing materials.

Ability to: understand and follow written and oral instructions; keep accurate records; utilize personal or mainframe computers; establish and maintain good working relationships with others; handle heavy or bulky shipments safely and without damage.

A background check may be conducted for this classification.

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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.