

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Senior Stock Clerk	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	033 OSS
<b>REVISED:</b>	October 1, 2001		

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**BASIC FUNCTION:**

Act as the immediate supervisor in a small warehousing unit engaged in receiving, storing, or issuing books, supplies, equipment, furniture, and other merchandise or materials.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Receive, check, and inspect books, supplies, and equipment. **E**

Note difference between purchase orders, invoices, and items received. **E**

Record adjustments on shipping documents with regard to damages or discrepancies. **E**

Contact other staff members, vendors, and delivery representatives and resolve differences. **E**

Mark items as required for inventory control and maintain appropriate logs and records. **E**

Train and direct the work of assigned employees. **E**

Fill, check, and process requisitions. **E**

Assist with inventories. **E**

Operate gas or electric forklift, hydraulic pallet lift, and power and hand tools. **E**

Assist with loading and unloading of supplies, furniture, and equipment. **E**

Maintain orderliness of stock room areas assigned. **E**

May evaluate and make recommendations regarding the continued use or survey and sale of surplus or salvage items.

Perform related duties as assigned. **E**

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to one year of experience in the district class of Relief Truck Driver, Inventory Clerk, or Stock Clerk, or two years of varied warehousing experience in the military, other public agency, or large private company having diverse classes and types of supplies, materials, and equipment.

**LICENSES AND OTHER REQUIREMENTS:**

None.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Standard specifications for school and classroom supplies, material, furniture, and equipment, and of modern warehousing methods and techniques.

Enforcement of appropriate safety standards.

Technical aspects of field of specialty.

Reading and writing English communication skills.

**ABILITY TO:**

Organize stockroom operations and direct assigned staff.

Perform related clerical duties with accuracy and speed.

Enforce appropriate safety standards.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively and maintain cooperative relationships.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor warehouse; outside yard and loading dock.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting and moving heavy objects.

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Job Code 8446

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