

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Stock Analysis Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Material Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	32
REVISED:	October 26, 2001		OTBS

BASIC FUNCTION:

Analyze stock replenishment and issues reports; maintain data terminal records relating to control of the receipt, storage, distribution, and use of supplies and materials; order stock, take telephone orders, and perform vendor follow-up for stock items.

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

Maintain stock control records using on-line data terminals and analyze stock replenishment requirements. **E**

Maintain and adjust approved stock order points and maximum limits. **E**

Initiate stock replenishment orders. **E**

Perform all functions relating to vendor follow-up for department including expediting, overdue orders, and telephone communications. **E**

Maintain and analyze issue control records. **E**

Authorize issue of emergency orders. **E**

Receive telephone orders, stock receipts, and adjustments and key in to system. **E**

Check and process daily stock receipts. **E**

Assist with maintenance of financial control records. **E**

Enter data on computer system from material control source documents. **E**

Use computer system as source of information. **E**

Check and distribute weekly stores invoices. **E**

Maintain standard stock and non-stock catalogs and assign catalog numbers. **E**

Maintain catalog file. **E**

Contact other staff members. **E**

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of recent, full-time equivalent, paid warehouse, supply or other clerical control or analysis including using computerized systems.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Computer use and data entry practices and procedures.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Organize and analyze data and prepare reports.
Operate data entry equipment with speed and accuracy
Recognize errors on computer screen.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read,, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information, in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing 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 light objects.