

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Stock Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	029 OSS
REVISED:	October 1, 2001		

BASIC FUNCTION:

Perform manual and clerical warehousing duties as required to receive, store, and distribute books, supplies, materials, furniture, and equipment.

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

Unload and unpack materials and check transmittal papers against items received. **E**

Mark items for inventory control as required. **E**

Store books, office supplies, furniture, equipment, and other materials. **E**

Fill requisitions by counting, measuring, and packaging items. **E**

Load supplies and equipment for distribution to schools and offices. **E**

Maintain orderliness of stockroom and replenish supply bins. **E**

Check shelf markers and clean assigned areas. **E**

Take inventories. **E**

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

May assemble furniture, equipment, and other items.

May be assigned duties in the Fleet Maintenance Unit including the pick up and delivery of parts for all classes of rolling stock. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year of recent, full-time, paid, directly related stockroom or warehouse experience.

LICENSES AND OTHER REQUIREMENTS:

Incumbents assigned to the Fleet Maintenance Unit must possess a valid California driver's license at the time of appointment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard specifications and nomenclature of wide varieties of stock, materials, furniture, and equipment.
Application of proper handling methods and procedures.
Appropriate safety practices.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Apply proper handling methods and procedures.
Perform related clerical duties with speed and accuracy.
Apply appropriate safety practices.
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.

NOTE: A Stock Clerk assigned to the Maintenance and Operations Department may be promoted to Maintenance Parts Clerk upon certification by the supervisor and approval by the department head that incumbent has successfully completed the appropriate training for the higher job class.