

STOCK CLERK HELPER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing routine stock keeping tasks and assisting in the operation of an automotive parts and supplies stockroom. The work is performed under the direct supervision of a higher level employee. Supervision of the work of others is not normally a function of the class.

TYPICAL WORK ACTIVITIES:

1. Distributes tools, parts, and supplies from stockroom;
2. Picks up parts from vendors;
3. Assists in keeping stockroom clean and in good order;
4. Assists in maintaining garage in good order;
5. Assists in taking stockroom inventory;
6. Assists in maintaining stockroom records, including the maintenance of databases and financial records on a microcomputer system;
7. May pump gas and perform routine servicing of vehicles (i.e., checking oil, batteries, tires, fluid levels, etc.);
8. May participate in snow and ice control activities;
9. Does related work as required.

FULL PERFORMANCE OF KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of automotive tools, parts, and equipment, their terminology and usage; ability to learn the operation and use of a microcomputer system; ability to understand and follow oral and written instructions; ability to write legibly; ability to keep simple records; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from high school or its equivalent;
- OR: (B) One (1) year of experience in the repair and maintenance of automotive vehicles at a semi-skilled level;
- OR: (C) Six (6) months of experience in the maintenance of inventory and inventory records in a garage or an automotive parts and supplies outlet;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

SPECIAL REQUIREMENT:

Possession of a valid Motor Vehicle Operator's license at time of appointment and to maintain position.

PC0307

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