

## **STOCK CLERK**

### **DISTINGUISHING FEATURES OF THE CLASS:**

Employees in this class are responsible for operating a municipal highway, public works or school district transportation department parts and supplies stockroom. Under the direct supervision of the Garage Superintendent, Shop Foreman or similar position, this position is responsible for orderly, efficient and economical operation of a stock and parts room serving a large number of automotive vehicles and related equipment. Direct supervision may be exercised over one or more helpers.

### **TYPICAL WORK ACTIVITIES:**

1. Maintains a sufficient and economical stock of parts, tools, and supplies for automotive equipment such as cars, trucks, school buses, highway equipment, and for related pieces of equipment;
2. Maintains a running inventory of all parts, supplies and tools in all department garages;
3. Issues tools and repair parts to mechanics and other employees upon requisition;
4. Reviews mechanics' and drivers' work orders for inventory control purposes;
5. Maintains cost control records on all pieces of equipment;
6. Orders or assists in ordering parts and supplies as needed;
7. May prepare bills and invoices for payment;
8. May conduct periodic inventory of all department equipment, furniture, supplies and materials;
9. May train and assign work to employees in a lower grade;
10. May interview vendors;
11. May assist automotive mechanics;
12. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of automotive tools, parts and equipment, their terminology and usage; good knowledge of stores and perpetual inventory operation; good knowledge of arithmetic; working knowledge of business English; ability to understand and follow oral and written instructions; ability to maintain accurate and detailed records; ability to get along well with others; tact and courtesy; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- EITHER: (A) One (1) year of experience in the maintenance of inventory and inventory records in an automotive parts and supplies outlet;
- OR: (B) An equivalent combination of training and experience.

### **SPECIAL REQUIREMENT:**

A department head may require the possession of a valid New York State Motor Vehicle Operator's License at time of appointment.

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