OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL

STORES CLERK **Position Code: K8700**

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, performs manual labor and routine clerical recordkeeping tasks in the receiving, storing, shipping and care of office supplies, industrial equipment, medical supplies or related items in warehouses for departmental use.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Receives, unpacks and stores goods or supplies in proper storage places; checks for damages.

2. Issues supplies from storeroom on approval requisitions for departmental use; delivers supplies as required.

3. Assembles, packs and transports or arranges for transporting stored goods or materials; loads and unloads supplies as required.

4. Takes or assists in taking physical inventory of stock as required.

5. Keeps simple receiving and shipping records.

6. Operates materials' handling equipment such as hand trucks, dollies, scales, etc.

7. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of eight years elementary school.

Knowledge, Skills and Abilities

Requires elementary knowledge of storeroom methods and procedures, transportation agencies, shipment methods and kinds and grades of maintenance, medical or office supplies.

Requires ability to keep simple receiving and shipping records.

Requires ability to keep storeroom clean and in orderly condition.

Requires ability to understand and follow oral or written instructions.

Approved by the Secretary of State Merit Commission - October 11, 1977
Effective - October 16, 1977

EXAMINATION INFORMATION

Tests and Weights:	Written Test, 100%
Knowledge Tested:	Error Recognition Public Relations Records and Reports