

Specification for Class of

STOCK CLERK

Abolished Effective July 1, 2007

Definition: Performs responsible clerical and manual tasks in a stock or supply room.

Typical Work

Assumes responsibility for receipt of shipments of furnishings, equipment, and supplies; unpacks supplies and stocks shelves; lifts and carries mail sacks and other heavy packages, furniture and equipment;

Moves furniture, file cabinets and supplies to various offices; operates equipment such as hand trucks, dollies, carts, etc.;

Maintains inventory of stock supplies, office equipment, etc.; tags all office equipment as required by the State for identification; maintains records of all equipment; writes purchase orders and requisitions for supplies as required;

Prepares outgoing mail; drives car as necessary for mail pick-up, deliveries, and messenger service;

Operates office appliances Incidental to duties assigned;

May serve as lead worker over small crew Involved in stockroom and mailing duties;

Performs other work as required.

Knowledge and Abilities

Knowledge of: inventory, storekeeping methods and records; office practices and procedures; commonly used office appliances; spelling and arithmetic.

Ability to: understand and follow written and oral directions; learn and apply routine procedures; maintain effective public relations; lift and carry heavy objects; lead others.

Minimum Qualifications

STOCK CLERK

77100

One year of work experience

AND

Ability to lift and carry heavy objects.

Note: A valid Washington State motor vehicle operator's license may be required in some positions.

New class

Effective May 1, 1968

General revision

Effective February 1, 1970

Revise minimum qualifications

Effective May 1, 1975

Revise definition and title change (formerly Stock Clerk 11)

Effective June 9, 1975