

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**AUTO PARTS STOCK CLERK - 1294**

**DEFINITION:**

Under general supervision, to receive, store, and distribute various automotive supplies and parts; to perform manual and computerized inventory control; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Receives automotive supplies and parts and checks receipts against purchase orders to ensure that correct quantity and quality of items have been supplied;
- Places stock received in proper storage areas;
- Packages and labels outgoing supplies/materials for proper delivery;
- Maintains manual and computer records of stock received and issued;
- Contacts vendors to resolve supply issues and request quotes;
- Processes computerized purchase requisitions;
- Takes physical inventory of stock on hand;
- Prepares supplies for mailing and delivery;
- Checks, prices, fills, and files requisitions;
- Reports low stock;
- Moves stock by hand or by use of truck or forklift;
- Sweeps and dusts stock and storeroom.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience receiving, storing, and/or issuing automotive parts from a stock room; **OR** one year of full-time experience in automotive parts sales performing full service duties in an establishment such as a wholesale automotive parts warehouse, a retail automotive parts store, or an automotive dealership parts department. Possession of a valid California Class C Driver License.

**\* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**