

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

STOCK CLERK

DEFINITION:

Under general supervision, to receive, store, and issue supplies and equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Receives supplies and equipment 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;
- Issues and delivers supplies and equipment from stock room;
- Maintains manual and computer records of stock received and issued;
- 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 fork lift;
- 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 Announcement for updated minimum qualifications.

No specific education or experience is required. Possession of a valid California Class C Driver's 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.