

PROPERTY & STORES CLERK 1

Job Code	Pay Grade
08428	CL5

Nature of Work

This is routine manual and clerical work in a departmental or agency stock or storeroom. Incumbents in this class perform tasks receiving, storing and issuing office supplies, records, foodstuffs, furniture, dry goods, equipment and related materials in warehouses or supply sections. Work includes routine handling of materials, maintaining records and frequently involves strenuous manual work.

Minimum Qualifications Requirements

- 1 year experience in shipping, receiving, storekeeping, purchasing, accounting or related field; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Receives, unpacks and stores equipment, goods, records and supplies and assists in checking materials against invoices or purchase orders.
- Issues supplies and assembles, packs and transports or arranges for transport of goods or materials.
- May maintain various stock requirements of forms and supplies, up-to-date records of maintenance contracts and rental agreements.
- Maintains varied stock and file records, bin and perpetual inventory cards, Material Safety Data Sheets (MSDS) from vendors; takes and maintains inventory and maintains routine records of materials received and issued.
- Assists in delivery and retrieval of materials from remote areas and may assist in routine property control and disposal functions.
- Performs general repair and custodial duties in and around work areas; may operate light duty trucks and/or forklifts in handling or delivering goods and loads trucks.
- May perform data processing duties using available statistical packages, encoding data, data entry and retrieval and routine information terminal operations.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of storeroom methods and procedures.
- Ability to use a personal computer and apply basic software applications including email, internet searches, purchasing, data entry, and routine business related administrative tasks.
- Ability to make routine arithmetic calculations and maintain routine records.
- Ability to endure long periods of standing and walking and possession of sufficient physical strength and agility to lift and move heavy objects.

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Revised	EEOC Code	Overtime Code
7/07	Administrative Support	Classified