

PROPERTY & STORES CLERK 2

Job Code	Pay Grade
08430	CL7

Nature of Work

This is storekeeping work involving responsibility for the receipt, storage, and issuance of a variety of materials, supplies and equipment. Functions performed by incumbents in this classification require technical knowledge of characteristics of various types of goods to procure items as well as maintain accurate inventory records of supplies, equipment, and property. Supervision may be exercised over subordinate employees performing stock handling work and keeping records.

Minimum Qualifications Requirements

- 2 years experience in shipping, receiving, storekeeping, purchasing, accounting, or related field to include basic administrative and office support experience in the use of personal computers and general office tasks; 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.)

- Inspects quantity and quality of goods received against specifications; accepts or rejects goods as indicated, and signs for deliveries.
- Maintains inventory records, Material Safety Data Sheets (MSDS) from vendors, records receipt and issuance of goods, performs physical inventories and submits inventory reports.
- Requisitions stocks based on usage or pre-selected re-order points, maintains cost records and submits operational reports.
- Conducts field audit activities for property control purposes and assists with property disposal functions and auctions.
- Develops storage methods including allocation of storage space and assures that chemicals, cleaning compounds, solvents and combustibles are properly stored, handled and distributed.
- May operate trucks and/or forklifts in delivering goods and materials; loads trucks and performs other strenuous manual work.
- May perform data processing duties using available statistical packages, encoding data, data entry and retrieval and routine information terminal operations.
- Utilizes computer, copier, and fax machine to perform various office tasks.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of storekeeping methods, procedures and records used in the receipt, storage and issuance of diversified goods.
- Knowledge of various kinds, grades, use and storage characteristics of general stocks and of purchasing and requisition 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 determine quantity and quality of goods received against prescribed specifications.
- 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