

## PROPERTY & STORES CLERK 3

Job Code	Pay Grade
08432	CL10

### Nature of Work

This is work managing the operations of a warehouse, managing inventory control, or performing independent stores work of comparable responsibility. Employees in this class may supervise subordinates engaged in receiving, storing and issuing stock, inventory control, maintaining records and Material Safety Data Sheets (MSDS) from vendors; or performing technical property control work. Employees make independent work decisions based on experience and knowledge but refer difficult technical or procedural questions to a supervisor for decision.

### Minimum Qualification Requirements

- 4 years of storekeeping, inventory, purchasing, or related experience that may include lead worker, supervision or supervisory training; or
- Associate's degree or completion of a 2 year skilled trades or technology certification and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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.)

- Performs daily inventory control routines.
- May plan, assign, train, supervise and review the work of subordinates engaged in receiving, storing and issuing stock, and maintaining records and Material Safety Data Sheets (MSDS) from vendors.
- May supervise, assign, train, and participate with subordinates engaged in annual or special inventories and/or property control procedures.
- Initiates and processes records necessary for the proper operation and maintenance of a warehouse and any outlying service centers.
- Creates and processes work orders for order support and kitting.
- Coordinates property control and disposal activities.
- Recommends specifications for special items and evaluates products.
- Assists supervisors in assembling budgets, researches and orders special materials and prepares employee time and payroll records.
- Maintains computerized inventory control system and monitors records for discrepancies.
- Performs daily cycle counts of assigned items and records actual inventory count.
- Performs data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval, routine computer terminal operations and programming/reprogramming.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of warehousing methods, safety precautions and procedures used in the receipt, inventory, storage and distribution of merchandise.
- Knowledge of regulations and procedures affecting purchasing, requisitioning, storekeeping, inventory and stock or property control records.
- Ability to apply computer applications and software.
- Ability to determine the quantity and quality of goods received against prescribed specifications.

## PROPERTY & STORES CLERK 3 (continued)

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### Knowledge, Skills, and Abilities (continued)

- Ability to plan, assign, supervise, and evaluate the work of staff as well as establish and maintain effective working relationships.
- 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
9/14	Administrative Support	Classified