

Posted: December 7, 2016
Dept: Highway
Grade 7, Step 1
Salary: \$47,465.00
Respond to: Town of Yorktown
Human Resources Department
By December 13, 2016

STOCK CLERK

GENERAL STATEMENT OF DUTIES:

Orders, receives, monitors, stores and issues materials and supplies; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Under general supervision, an incumbent of this class performs moderately difficult manual and clerical duties in connection with the receipt, storage and issuance of materials and supplies. In addition, the incumbent may maintain records of materials usage and/or maintenance records (i.e., automotive equipment, reproduction equipment, etc.) Inventory control and maintenance records may be kept manually or through the use of computer software program(s). Work is performed in accordance with a prescribed routine and in accordance with State and local regulations.

EXAMPLES OF WORK: (Illustrative Only)

Orders and receives materials, supplies, parts and equipment for a jurisdiction;
Maintains an inventory of materials, supplies and parts and maintains records of parts demands and usage;
Maintains stored items in their proper order;
Picks up material and conveys to storage or to platforms for delivery;
Checks merchandise received against purchase orders/requisitions to insure accuracy of shipment;
Receives and files requisitions for supplies and equipment;
Prepares and maintains requisitions and processes purchase orders for materials and supplies;
Performs cleaning and minor maintenance work in assigned areas or on related equipment;
Assists in taking periodical and/or annual inventories;
Performs other semi-complex manual or clerical work related to stock-keeping process, such as posting information concerning supplies to appropriate records and providing periodic equipment performance and cost reports or fuel usage reports;
May maintain equipment preventative maintenance schedules and fuel usage records;
May operate equipment for the handling of heavy materials;
May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
May be required to drive car or small truck to pick up or deliver materials.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES:

Familiarity with methods and practices used in the ordering, receipt, storage and distribution of commodities; familiarity with general office and purchasing practices; ability to maintain stock records and to make simple arithmetical computations; ability to manipulate an alpha-numeric keyboard; ability to understand and carry out oral and written instructions; ability to get along well with others; accuracy, ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; alertness; physical strength sufficient to lift and carry moderately heavy loads for short distances; ability to operate a motor vehicle; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Graduation from high school or possession of a high school equivalency diploma and one year of experience in the handling, issuing, distribution, or maintenance of supplies, materials or parts and commodities.

SPECIAL REQUIREMENT:

Possession of a valid license to operate a motor vehicle in New York State at time of appointment.

Send, fax or e:mail resume, including salary history, to Town of Yorktown, Attn: Human Resources, 363 Underhill Avenue, Yorktown Heights, NY 10598, FAX (914) 962-0326 or e:mail mqspurning@yorktownny.org.
Equal Opportunity Employer.