Jurisdictional Class: Competitive
EEO Category: Service/Maintenance
Revised: 11/10/2026

STOCK CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for receiving, storing, and issuing a variety of materials, equipment, and supplies. It also involves responsibility in assisting with purchasing additional stock, as necessary It is considered routine but responsible clerical work in the operation of a moderately sized storeroom. The work is performed under general supervision, with the employee responsible for applying proper storekeeping methods and maintaining accurate and complete stock records. The position does not involve direct supervision of others. The incumbent performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Receives, stores and issues tools, materials and supplies;
Loads and unloads materials with payloader;
Checks invoices from vendors to insure receipt of materials;
Assists in the maintenance of stock on hand and prepares requisitions for additional stock as necessary;
Helps check quantity and quality of materials and supplies received to see that they conform to orders or specifications;
Helps maintain a variety of records relating to receipt and insurance of stores and supplies;
Prepares and packs goods for shipping or delivery and makes transportation arrangements;
Assists in annual inventory of all supplies and stock;
Performs a variety of related clerical and storekeeping tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of storeroom methods and procedures; working knowledge of inventory record keeping and proper controls; working knowledge of basic purchasing practices and procedures; clerical aptitude; good judgement; accuracy; orderliness.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in the handling, storing, and issuing of equipment and supplies and the maintenance of computerized inventory records **OR**

(B) Two (2) years of experience in the handling, storing, and issuing of equipment and supplies and the maintenance of computerized inventory records

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 01/28/1982
Revised: 06/21/1994, 06/05/1995, 06/18/1997, 06/18/2025, 11/10/2026