



## **Property & Stores Clerk 1**

**Category:** Classified  
**Pay Grade:** C12  
**Job Code:** 08428

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs routine manual and clerical work in a departmental or agency stock or storeroom; performs tasks receiving, storing, and issuing office supplies, records, foodstuffs, furniture, dry goods, equipment, and related materials in warehouses or supply sections; performs routine handling of materials, maintains records, and frequently handles strenuous manual work.

### **ESSENTIAL JOB FUNCTIONS (examples, 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;
- Works with vendors and sales representatives in the ordering and procurement of supplies and equipment;
- Researches equipment and supplies for procurement;
- 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 and 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 other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

One (1) year of experience in shipping, receiving, storekeeping, purchasing, accounting, or related field; or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- 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 knowledge, skills, abilities, and credentials required for a specific position.

#### **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;
- Ability to use or repair small, medium, and heavy equipment and machinery.

### **PHYSICAL/MENTAL DEMANDS**

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is performed in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.