



## **Property and Stores Clerk 2**

**Category:** Classified/Excluded  
**Pay Grade:** C13  
**Job Code:** 08430

*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**

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.

### **ESSENTIAL JOB FUNCTIONS (examples, 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 ensures that chemicals, cleaning compounds, solvents and combustibles are properly stored, handled and distributed;
- Operates trucks and forklifts in delivering goods and materials; loads trucks and performs other strenuous manual work;
- Performs data processing duties using available statistical packages, encoding data, data entry and retrieval and routine information terminal operations;
- Organizes and stocks warehouse inventory;
- Utilizes computer, copier, and fax machine to perform various office tasks;
- Trains and reviews the work of employees engaged in receiving, storing and issuing stock, and maintaining records and Material Safety Data Sheets (MSDS) from vendors;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

High School diploma or an acceptable equivalency diploma (GED); and two (2) years of 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.

**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 highly desirable knowledge, skills, abilities, and credentials required for a specific position.

**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.

**PHYSICAL/MENTAL DEMANDS**

This work requires exerting up to 50 pounds of force occasionally, and up to 30 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **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.
- **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.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **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.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **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.
- **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.
- **Visual Acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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**WORKING CONDITIONS**

Work is typically performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.