



Property & Stores Clerk 3

Category: Classified
Pay Grade: C17
Job Code: 08432

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 work managing the operations of a warehouse, managing inventory control, or performing independent stores work of comparable responsibility; may supervise subordinates engaged in receiving, storing, and issuing stock, inventory control, maintaining records, and Material Safety Data Sheets (MSDS) from vendors; performs technical property control work.

ESSENTIAL JOB FUNCTIONS (examples, 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 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;
- Receives ordered chemicals and fuel deliveries and inventories accordingly;
- Organizes disposal of surplus equipment;
- Submits expense reports;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of experience in storekeeping, inventory, purchasing, or related experience that may include lead worker, supervision, or supervisory training; or an Associate's degree or completion of a two-year skilled trades or technology certification and two (2) years of experience as described above; 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 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;
- 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;
- Ability to use or repair small and medium equipment and machinery.

PHYSICAL/MENTAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or 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.
- **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 a safe and secure work environment that may periodically have unpredicted requirements or demands.