

## STOCK CLERK II

### DESCRIPTION OF WORK

Work of this class requires the performance of a variety of clerical and manual tasks in requisitioning, receiving, storing, and issuing supplies, materials, and equipment.

Employees assist in the operation of a warehouse or stock room or operate a small storeroom independently. Work is performed in accordance with established stockkeeping procedures, but requires the use of some judgment in identifying stock, substituting stock items, and selecting and requisitioning new supplies as required. Work is evaluated by a superior through occasional physical check of items stored and is further reviewed for accuracy of records and conformance with supply regulations.

### EXAMPLES OF DUTIES PERFORMED

Receives authorized requisitions or oral requests for supplies and equipment; identifies and selects requested items by physical inspection or requisitions non-unit items from itemized lists of supplies; delivers materials to authorized personnel.

Supervises and participates in assembling, packing, and shipping a variety of material, supplies, and equipment.

Assists in receiving, storing, and issuing drug supplies; mixes standard solutions, powders, lotions, ointments, salves, and syrups; dispenses materials to nursing or other authorized personnel.

Maintains an inventory showing the date, number and type of supplies received or issued; keeps a running balance of stock on hand.

Assists in estimating needed stock and prepares necessary requisitions and purchase orders.

Makes a count of the number and type of files, office furnishings, and equipment, and maintains records of these items.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Working knowledge of stockkeeping and shipping procedures and practices.

Working knowledge of inventory recordkeeping methods and procedures.

Ability to examine incoming supplies to ascertain adherence to purchase order and specification requirements.

Ability to maintain routine clerical records and to prepare reports from these records.

Ability to make rapid and accurate arithmetical calculations.

Ability to understand and follow oral or written instructions.

Ability to maintain effective working relationships with other employees.

Physical strength sufficient to lift and move relatively heavy objects.

#### Minimum Education and Experience

Graduation from high school and one year of experience in the receipt, storage, and issuance of a variety of materials, supplies, or equipment; or an equivalent combination of education and experience. (A North Carolina High School Equivalency Certificate or experience like or similar to Stock Clerk I may be substituted for formal education on a year-for-year basis.)

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.