

AUTO PARTS CLERK II

NATURE OF WORK

An employee in this class is responsible for the operation of a storeroom and for supplying automotive parts to a number of repair garages. Work includes the individual performance of a variety of tasks involved in receiving, storing, and issuing automotive parts, supplies, and materials. Work involves the responsibility for enforcing stock control procedures and for the effective distribution of supplies throughout the area serviced and may also include the supervision of a small clerical staff performing related duties.

Work problems that deviate from established supply procedures are referred to a supervisor for advice or final decision. Work is evaluated through discussions for effectiveness with which the unit is carrying out its supply duties, and through the review of consolidated stock reports submitted by this employee.

ILLUSTRATIVE EXAMPLES OF WORK

Estimates needed stock for current use; makes necessary adjustments of stock levels maintained in district storeroom based on equipment maintained and east needs for repair parts.

Maintains or supervises the maintenance of a consolidated inventory system; reviews monthly stock reports and makes necessary adjustments in balancing reports against central inventory control system.

Receives invoices and emergency purchase orders and reviews for accuracy of pricing and quantities received.

Receives requisitions for parts; fills orders and makes transportation arrangements; makes emergency purchases of special parts or items not carried in stock; checks incoming shipments for quantity and quality and places parts in correct storage bins.

Maintains time sheets, equipment files, expense accounts and other related clerical records.

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

Considerable knowledge of the materials and parts used in the repair and maintenance of automotive equipment.

Working knowledge of the methods and practices used in maintaining inventory control records.

Ability to estimate the amounts and type of supplies required based on past use and probable future needs.

Ability to correctly identify automotive parts through the use of catalogues or physical inspection.

Ability to maintain or supervise the maintenance of clerical records and to prepare consolidated reports from these records.

Ability to make rapid and accurate arithmetical calculations.

Ability to understand and follow oral and written instructions.

Ability to maintain effective working relationships with other employees.

Physical strength sufficient to lift and move relatively heavy objects.

ACCEPTABLE EXPERIENCE AND TRAINING

Two years of experience in the receipt, storage, and issuance of a variety of automotive parts.

Completion of high school.

OR

One year of experience as an Automotive Parts Clerk I.

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.

