

SENIOR WAREHOUSE CLERK - 578

DEFINITION OF WORK

Under immediate supervision, performs responsible clerical and technical work in the operation of a municipal storeroom; does related work as required.

EXAMPLES OF WORK

Checks quantity and quality of items received against invoices and reports discrepancies; unpacks and stores items; posts control cards; initiates requisitions for replacement of stock items in accordance with established procedures; issues stock and tools to various individuals; inspects, checks prices and places new stock in storage; takes periodic and special inventories; keeps clerical records as required and prepares reports.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma and considerable experience in the issue, inventory and acquisition of parts and supplies in large quantities.

Knowledge, Skills and Abilities: General knowledge of modern storeroom and inventory practices; accuracy in keeping records of items received and issued; accuracy in maintaining running inventory and financial controls; ability to adjust and maintain stock levels; ability to drive light automotive equipment; ability to establish an effective relationship with others; ability to follow up cases where issued tools and equipment are not properly returned; ability to follow oral and written instructions; ability to maintain an effective relationship with others; ability to lift articles of medium weight.

