

## **WAREHOUSE CLERK - 582**

### **DEFINITION OF WORK**

Under immediate supervision, performs responsible clerical and routine 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; issues stocks and tools to various individuals; distributes supplies to departments; performs office clerical duties related to storeroom operation; takes periodic and special inventories; cleans warehouse and maintains warehouse grounds; picks up parts and supplies at vendors; loads and unloads truck orders.

### **EMPLOYMENT STANDARDS**

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

**Knowledge, Skills and Abilities:** Some knowledge of modern storeroom and inventory practices; ability to count and inspect a variety of materials accurately and thoroughly; ability to drive light automotive equipment; ability to lift articles of medium weight.

