

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32452
Job Class Code:	790	Salary Schedule:	ASRRSPWRH
EEO Category:	06	Grade:	10
Workers Comp Code:	9410		

Job Code Established:	04/05/91	Effective Date:	04/05/91
Job Code Revised:	01/01/01	Effective Date:	

JOB CODE SERIES: Inventory and Supply Series

JOB CODE TITLE: SUPPLIES CLERK

HRIS TITLE: SUPPLIES CLERK

CHARACTERISTICS OF THE CLASS: Works under general supervision of a Supplies/Warehousing Supervisor or other administrative superior, in accordance with established policies, methods, and procedures. Has the authority to reorder supplies/materials when reorder point is reached; to accept/reject delivery of incoming items; pick, pack, stage, and/or deliver requested items. Receives, stores, and issues a variety of supplies, materials, and equipment, preparing appropriate paperwork and maintaining usage/inventory records. Work product consists of requested materials and supplies picked, packed, staged, and/or delivered in a timely manner; requests for materials/supplies filled accurately; incoming items checked against invoices for correct quality/quantity; properly stocked shelves and/or bins; correctly prepared distribution documents. Responsible for picking, packing, staging, and/or delivering requested items; rotating stock in accordance with established policies; verifying items received against invoices; ensuring special storage requirements for certain items are met; updating inventory control system regarding items received/issued.

EXAMPLES OF DUTIES: Receives deliveries of supplies, materials, and equipment, checking items received against invoices, purchase orders, bills of lading, and related documents to ensure correct quantity/quality. Stocks shelves/bins with incoming items and/or form stock reserves. Picks, packs, stages, and/or delivers materials, supplies, and/or equipment. Updates inventory control records regarding items received/issued. Picks up materials, supplies, and/or equipment from vendors. Takes physical inventories of stock on periodic basis. Prepares shipping documents. Prepares reports regarding supply/materials usage. Performs related work as required.

WORK CONDITIONS: Frequent lifting involving items weighing 20 pounds or less; occasional lifting/moving involving items weighing 50 pounds or more; possible exposure to hazardous substance.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: basic storekeeping procedures including shipping, receiving, and inventory control; special storage requirements for certain materials/supplies; general storeroom safety practices.

Ability to: check incoming items against invoices, bills of lading and related documents; pick, pack and stage orders for distribution; maintain basic inventory control records; stock shelves/bins with appropriate supplies and materials; follow oral and written instructions; receive, store, inventory and distribute a variety of supplies, materials and equipment.

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam. May require possession of and ability to maintain a current, valid Arizona drivers license appropriate to the assignment.