

**STOCK CLERK / RHA
(Rochester Housing Authority)**

DISTINGUISHING FEATURES OF THE CLASS: Stock Clerks perform duties such as receiving, storing and issuing stock, and basic recordkeeping for inventory control. The duties are carried out under direct supervision. Employees may be required to operate mechanical warehouse equipment and lift weights of an average of fifty (50) pounds. Employees may be exposed to inclement weather conditions. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Prepares supplies for shipping or delivery;
Receives shipments from vendors, unloads materials, checks shipping orders against purchase orders, records received goods, and signs delivery sheets;
Prepares labels for shipping using the computer;
Adheres correct label to packaging based on the matching the purchase order with packing slip and package;
Prepares supplies for distribution to appropriate Housing Authority locations;
Files documents in appropriate folders, as well as other minimal clerical duties;
Checks shipments for quantity, condition, and accuracy;
Records damages and shortages, and informs supervisor;
Opens bulk packages of stock and unpacks supplies, breaks supplies into units of issuance, and stocks shelves;
Completes entries and files inventory records, and assists in taking periodic physical inventory;
Cleans work areas and performs routine maintenance chores;
Delivers supplies and materials directly to user departments, or to a central shipping area, driving a light truck, van, or automobile;
Inputs data and performs stock transactions using a computer terminal;
Greets suppliers, contractors and vendors, answering questions and/or reviewing paperwork;
May operate or use a variety of storehouse equipment, such as hand jack and fork lift, hand cart and flat truck;
May load and unload trucks;
May process and physically deliver mail and supplies among Housing Authority locations;
May perform basic equipment assembly, when necessary.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and ability to use a computer;
Ability to keep simple records;
Ability to compare and contrast numbers and letters;
Ability to make basic arithmetic computations (adding, subtracting, multiplying, dividing);
Ability to follow oral and written directions;
Ability to follow safety procedures in placing and moving stock;
Ability to write legibly;
Ability to lift boxes and equipment up to fifty (50) pounds;
Ability to drive a car;
Dexterity and strength in hands sufficient to use tools, assemble equipment, and to lift, handle, and open boxes, and operate stock equipment.

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

All entry level KSA's **PLUS:**

Knowledge of methods and practices used in receiving, storing, processing, and issuing supplies and equipment;

Knowledge of perpetual inventory control systems;

Skill in the operation of mechanical storehouse equipment.

MINIMUM QUALIFICATIONS:

I. High school diploma or Equivalent.*

AND

II. A. One (1) year work experience or its part-time equivalent in warehouse or stores functions such as receiving, storing or issuing stock;

OR

B. One (1) year clerical experience or its part-time equivalent involving maintenance of inventory records, or other recordkeeping or recorded control activities;

Where diploma is lacking, additional work experience as defined in II-A **OR II-B may substitute for education on a year-for-year basis, up to a maximum of three (3) years:*

SPECIAL REQUIREMENT:

Possession of a current valid New York State Class D driver's license at time of appointment.

ADOPTED: September 17, 2015