

TITLE: Stores Clerk

PW/30

DEPARTMENT: Public Works, City of Franklin

JOB SUMMARY: This position performs clerical work in the operation of a central warehouse.

MAJOR DUTIES:

- o Prepares purchase orders to restock materials and supplies.
- o Issues materials and parts to different divisions.
- o Receives shipments; unpacks and stores items.
- o Enforces storeroom rule and procedures; prevents unauthorized access.
- o Maintains storeroom equipment and supplies.
- o Participates in periodic and special inventories.
- o Maintains computerized records.
- o Loads and unloads trucks.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern storeroom and inventory practices.
- o Knowledge of computers and other modern office equipment.
- o Skill in counting and inspecting a variety of stores and materials.
- o Skill in maintaining accurate records.
- o Skill in the operation of light automotive equipment.
- o Skill in the provision of services to customers.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Deputy Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include department rules and policies. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related clerical duties. The need for accuracy contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to perform clerical duties in support of the department's inventory maintenance and distribution process. Successful performance contributes to the efficiency of department operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects.

WORK ENVIRONMENT: The work is typically performed in an office or warehouse.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain and maintain a valid driver's license for the type of vehicle or equipment operated.