

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 Performs basic custodial, maintenance, and repair tasks.
- o Maintains storeroom equipment and supplies.
- o Participates in periodic and special inventories.
- o Maintains computerized records.
- o Issues and processes purchase orders.
- o Loads and unloads trucks.
- o Maintains vending machines; collects and accounts for monies.
- 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.