

# **STORES CLERK**

**IV-1306**

**Date:** October 2009

**Department/Division:** Central Maintenance Garage

**FLSA:** Non-Exempt

**Reports to:** Fleet Supervisor

## **PURPOSE OF POSITION**

Under general direction of the Fleet Supervisor, provides general clerical and inventory control of stock items and to provide general stores services.

## **ESSENTIAL DUTIES OF POSITION (with or without accommodation)**

*The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.*

- Performs routine clerical and inventory control work; receives parts and materials.
- Enters, retrieves and records data concerning inventories and operations.
- Maintains established inventory levels of tools, supplies and materials.
- Operates various equipment including office equipment such as a P.C., fork lift and two-way radio systems.
- Performs routine cleaning and maintenance of office equipment.
- Initiates purchase orders to maintain established levels of supplies; receive and record parts and materials.
- Distributes and charges or record parts and/or materials to appropriate accounts.
- Maintains and updates filing and indexing systems.
- Processes appropriate documents for UPS shipping.
- Contacts vendors regarding pricing, pick up and deliveries.
- Participates in physical inventory of all parts, fuels, supplies and materials.
- Assists in the registration, licensing and titling of vehicles and equipment.
- Coordinates insurance schedules and related vehicle documents.
- Maintains regular and punctual attendance and working hours.
- Establishes and maintains effective working relationships with officials, other agencies, fellow employees, and the general public.
- Regularly lifts and/or up to 25 pounds and occasionally lifts up to 50 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Graduation from High School or GED and at least one year of responsible clerical or storeroom work preferably involving inventory control and stores work with a wide variety of parts, materials and supplies or any combination of experience and training which provides the required knowledge, skills and abilities.

## **MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Abilities**

The employee frequently is required to use hands and fingers to handle and feel; reach with hands and arms; and smell. Ability to quickly move hands, hands together with arms, or two hands to grasp, manipulate, or assemble objects, ability to exert muscle force repeatedly or continuously over time; this involves muscular endurance and resistance to muscle fatigue, ability to use abdominal and lower back

muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing, ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

**Job Knowledge**

Requires a thorough and complete knowledge of office equipment and procedures and inventory policies and practices; a comprehensive knowledge of the principals of bookkeeping, filing systems and computerized inventory systems; computers and related software; ability to apply resources and services to assist employees with the requisition of parts and supplies. Knowledge of basic business math, interpersonal relations and the ability to use the English language effectively. Ability to maintain complex data, records and reports regarding City operations and services. Ability to enter data into a P.C. and related tasks; move, shelve and store parts and related materials.

**Language Skills and Interpersonal Communication**

Requires effective communication skills and the ability to provide assistance to employees and vendors. Requires the ability to speak clearly, distinctly and effectively with customers (external and internal); read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and follow verbal and written instructions. Establish and maintain effective working relationships with officials, fellow employees and the general public.

**Work Environment**

Work is normally performed in an inside environment but with some exposure to heat, smoke, toxic agents, electricity, machinery, and explosives which may result in personal injury.

**Special Requirements**

None

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The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution 2009-000766  
Dated 10/05/09