

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1762

TITLE: SUPPLY CLERK

GRADE: S-11

DEFINITION:

Under general supervision, performs routine manual and clerical duties in a warehouse, in receiving, storing and distributing supplies and equipment; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Employees in this class are typically subordinate to a Warehouse Supervisor and/or Warehouse Specialist and may be responsible for one or all of the functional areas cited contingent upon the volume, variety and frequency of distribution of stock items.

ILLUSTRATIVE DUTIES:

Receiving Clerk

Participates in and supervises the unloading and storage of supplies and equipment delivered; Inspects the condition of shipments to ensure conformance to specifications and quantities ordered; Reports damaged, shortage or overage shipments to supervisor for corrective action.

Shipping Clerk

Receives shipping orders or packing lists for processing; Participates in and supervises the withdrawal of stock items from warehouse storage; Prepares requisitioned supplies/equipment for shipment and loads same on supply trucks; Processes delivery receipts received from Warehouse Worker-Driver.

Supply Clerk

Receives, stores and distributes a specific class of supplies and materials; Participates in and/or supervises the inventory, unpacking, and proper storage of stock received; Participates in and/or supervises the packing and/or marking of items for shipment, the filling of shipping orders/packing lists and loading same on supply trucks for delivery; Moves or supervises the movement of supplies and equipment manually or by using mechanized and non-mechanized materials handling equipment; May supervise the work activities of subordinate warehouse staff; May perform Warehouse Worker-Driver duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of warehouse practices and procedures;
Ability to follow written and oral instructions;
Strength and dexterity necessary to perform all required tasks including lifting, stooping, bending, and working in tiring and uncomfortable positions;
Ability to operate a motor vehicle.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Completion of the tenth grade; PLUS

Three years of experience in general warehouse operations.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License;

May be required to provide copies of driving record periodically for verification of driving status.

REVISED: December 22, 1992