

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1764

TITLE: STOCK CLERK

GRADE: S-08

DEFINITION: Under supervision, performs simple clerical and storekeeping work in the receiving and issuing of supplies, tools and equipment; and performs related work as required.

ILLUSTRATIVE DUITES:

Opens and cleans office and storage area;

Issues supplies, tools and equipment;

Places stock received in proper storage areas;

Maintains records of stock received and issued;

Takes physical inventory of stock on hand;

Reports shortages;

Unpacks, sorts, and checks supplies against purchase orders to insure that correct quantity and quality of items has been received;

May drive a light truck.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of storeroom and inventory practices;

Accuracy in maintaining records;

Ability to drive light vehicles;

Ability to maintain relationships with others;

Ability to prepare simple reports.

EMPLOYMENT STANDARDS: Any combination of education, experience and training equivalent to completion of the eighth grade and one year of experience in stockroom or general clerical work.

REFORMATTED/REVISED: December 3, 2007