

CENTRAL STORES ASSISTANT

JOB PURPOSE AND SUMMARY

To perform inventory control, receive, stock and fill orders, distribute supplies to County Departments and other agencies, and use the computer automated inventory records system. Public relations is a major element in the performance of duties assigned to this class. Contact is in the form of telecommunications with employees, and County departments. Communication often requires complete knowledge of the product line, inventory levels and Central Stores procedures.

CLASSIFICATION DISTINCTIONS

The incumbent reports directly to the Assistant Buyer. Work is performed under general supervision. Work is reviewed for thoroughness, timeliness, accuracy and compliance to established regulations and procedures. Positions of this class are non-supervisory.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Maintains inventory of a variety of supplies and equipment; monitors usage and amounts in stock; reorders stock items as needed.
- Receives, unpacks, inspects and stores equipment and supplies from vendors; checks quality and number of items received against vendor orders.
- Fills inter-departmental transfers received from County departments and other agencies; pulls items from stock and arranges for delivery.
- Performs pickups and deliveries of supplies and equipment as needed.
- Uses computer automated system to enter goods received and disbursed on inventory records; takes physical counts of material for inventory purposes.
- Keeps stock and property in order; cleans stocking and shipping areas as needed.
- Maintains the physical condition of County truck used for delivery of supplies and equipment which includes refilling gas tank, taking truck to be serviced and cleaned.

QUALIFICATIONS:

Education and Experience:

Two years of general warehouse work experience at a level equivalent to the work of the class, including at least one year of responsible storekeeping, warehousing, or stock control experience;

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Substituting, on a month-for-month basis, successful completion of post secondary education or training in office principles and practices for the minimum experience (45 credit hours for each year)

Knowledge of . . . methods used in receiving, storing, issuing and keeping records of material, equipment and supplies; warehouse procedures, purchase orders and invoices; inventory control techniques; quantity, quality, types and sources of supplies, materials and equipment used for public agency business; record keeping techniques; office procedures, methods and equipment; proper lifting techniques; public and customer service techniques.

Ability to . . . prepare and maintain accurate manual and computer records of items received, stored and disbursed; operate a computer terminal to enter and retrieve data; operate warehouse equipment; operate van or light truck in delivering supplies; make arithmetical calculations; lift and manipulate heavy or bulky objects; arrange the layout of storage areas; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with vendors, customers, other public agencies and County employees.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Employees in this category work in all types of climates, both indoors and outdoors. This includes working in small, often awkward positions. Work may be performed from ladders and may involve the use of a forklift.

Physical demands include but are not limited to standing, walking, crouching, climbing ladders, reaching, twisting, repetitive motion and lifting (up to 50 lbs. or greater).

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