

SENIOR STOCKKEEPER

13-A

DISTINGUISHING FEATURES OF THE CLASS: This is difficult and important clerical and manual work involving responsibility for the keeping of stock records and the economic and efficient distribution of stock. The Senior Stockkeeper is held completely responsible for the stock assigned to him as well as having general responsibility for the overall stocking program. Work performed under the general supervision of the Automotive Shop Supervisor. Supervision is exercised over the work of others.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Receives and issues parts, tools, supplies, cleaning supplies and other supplies and equipment;

Checks supplies received against invoices;

Maintains a perpetual and periodic inventory of stocks assigned to him and prepares requisitions for replenishment;

Maintains a periodic check of all stocks and assists in preparation of requisitions for replenishment of stock rooms at other facilities;

Obtains prices of parts and supplies for the preparation of requisitions;

Sorts numbers and places stock on shelves and otherwise prepares supplies and tools for use;

Maintains a record of all parts issued and a record of the equipment in which it is used;

Periodically checks records of other Department of Public Works stock rooms;

Follows up on shipping slips and invoices for correction of errors and discrepancies;

Makes decisions as to type and quantity of material and supplies requisitioned in the best interest

of the County;

Keeps records and makes reports of activities of both himself and stockkeeper.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the methods, practices and safety precautions used in receiving, storing and maintaining and issuing supplies and equipment; good knowledge of standard tools, parts and supplies; familiarity with automotive highway equipment, parts, books and catalogs; ability to make simple arithmetical computations; ability to keep records and make reports; ability to get along well with others; ability to plan and supervise work of others; integrity; accuracy, orderliness; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Four (4) years of satisfactory experience as a stockkeeper or parts clerk in an automotive parts store or automotive repair shop; or
- (B) Graduation from high school or possession of an equivalency diploma and three (3) years' experience as a stockkeeper or parts clerk in an automotive parts store or automotive repair shop.

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Jurisdictional Class: Competitive
Public Hearing : N/A
NYS Civil Service Commission Approval: N/A