

STOCKKEEPER

13

DISTINGUISHING FEATURES OF THE CLASS: This is clerical and manual work involving responsibility for the keeping of stock records and the economic and efficient distribution of stock. Work is performed under the general supervision of the Automotive Shop Supervisor. The Stockkeeper is held completely responsible for the stock assigned to him. Supervision may be 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 auto parts, tools, cleaning supplies, other supplies and equipment;

Checks supplies received against invoices;

Maintains a perpetual and periodic inventory of stocks on hand and prepares requisitions for replenishment;

Obtains prices on 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;

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

Keeps records and makes reports of activities;

Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the methods, practices and safety precautions used in receiving, storing, 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 barter with vendors; ability to make simple arithmetical computations; ability to keep records and make reports; ability to get along well with others; integrity; accuracy; orderliness; and good judgment.

MINIMUM QUALIFICATIONS: Either

- (A) Two (2) 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 a high school equivalency diploma and one (1) year of experience as a stockkeeper, or parts clerk in an automotive parts store or automotive repair shop; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

Special Requirement for Appointment: Possession of a valid Motor Vehicle Operator's License.