

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7320
Pay Grade: D07

FLSA: Non-Exempt

STOCK CLERK II

MAJOR FUNCTION:

Performs advanced manual and clerical work in receiving, storing, issuing, and caring for commodities, materials, textbooks, supplies, and equipment in central warehouse or supply section. Work involves heavy manual labor and routine to moderately complex duties in maintaining simple records, rotating stock, and other related stores activities. Work is performed under general supervision and reviewed through observation and results obtained.

DUTIES AND RESPONSIBILITIES:

- Performs routine to more complex stock control work within an assigned area; may be responsible for or assists with the receiving, inspecting, storing, issuing, and delivering of materials from a large, varied stock; assists in loading and unloading trucks.
- Responsible for or assists with maintaining store records involving a large and varied stock of items; consults with supervisors as to changes in packaging, etc.
- Responsible for or assists in inventories of materials and cycle counts, and stock estimates.
- Operates a forklift, and related equipment, in the loading/unloading of stock on a routine basis.
- Lifts and moves heavy items on a routine basis; rotates stock on a scheduled and as needed basis.
- Determines quality of goods against prescribed specifications; makes routine arithmetic calculations.
- Maintains cleanliness and order in assigned area.
- May provide lead direction to other warehouse personnel, as needed.
- Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS:

Graduation from high school, vocational school, or possession of a GED; plus two (2) years experience in receiving and disbursing goods in a large warehouse, including operating knowledge of a forklift; or an equivalent combination of education, training, and experience.

ISSUED: 6/79 SSN; REVISED: 7/86 MW; BOARD APPROVED: 2/11/87; REVISED: 4/90 MW (D&R);
REVISED WC: 6/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

STOCK CLERK II

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds			X		
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds			X		
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time					X
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data	X				
21. Using a video display terminal	X				
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions			X		
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job				X	

Stock Clerk II SEIU