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**NASSAU COUNTY**

**Title : AUTOMOTIVE PARTS  
STOREKEEPER**

**SCHOOL DISTRICTS**

**Code: 830100 5PA**

**CLASS SPECIFICATION**

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**Competitive**

### **GENERAL STATEMENT OF DUTIES**

Performs storekeeping in an automotive parts storeroom; performs related duties as required.

### **COMPLEXITY OF DUTIES**

Under general supervision, the position requires the limited use of judgment, and the duties may require some ability to direct the work of subordinates engaged in storekeeping activities.

### **TYPICAL DUTIES**

- \*1. Issues oil filters, water pumps, carburetors, and other automotive parts, tools, and equipment.
- \*2. Estimates stock needs and prepares necessary requisitions.
- \*3. Participates in and directs the receipt, storage, and inventorying of supplies and equipment.
4. Inspects purchased items for conformance to specifications and contracts.
- \*5. Maintains cost and other records on supplies and equipment.
6. Performs a variety of laboring or equipment operator tasks, as required.

### **\*ADA ESSENTIAL FUNCTIONS**

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Thorough knowledge of automotive parts, supplies, tools, and equipment.
2. Considerable knowledge of storekeeping methods and procedures, including requisitioning, storing, and inventorying.
3. Ability to identify, classify, and inspect automotive parts and supplies to ensure conformity to purchase orders and specifications.
4. Ability to direct subordinate personnel assigned to the automotive parts storeroom.
5. Ability to maintain detailed cost and other records.

### **MINIMUM QUALIFICATIONS**

#### **Training and Experience**

Graduation from high school or vocational school and either,

A. Two years of satisfactory storekeeping experience, including at least one year in an automotive parts storeroom;

or

B. Two years of satisfactory experience as an automotive mechanic, and one year of experience working in an automotive parts storeroom.

#### **Necessary Special Requirement**

Possession of an appropriate class, valid Driver's License issued by the State of New York.

**NOTE:** Experience, as outlined above, in excess of the two-year requirement, may be substituted for high school or vocational school education on a year-for-year basis, up to a maximum of two years.

6/22/04

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