

[Go Back](#)

NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : SENIOR STORES CLERK
Code: 050020 DLA
Page : 1 of 1
Competitive

GENERAL STATEMENT OF DUTIES

Performs responsible work in the operation of a central institutional or departmental storeroom of moderate size; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, plans and directs the work of subordinate personnel involved in storekeeping activities.

TYPICAL DUTIES

1. Supervises subordinates engaged in delivering, receiving, storing, and issuing supplies and equipment.
2. Receives requisitions, fills orders, delivers or arranges for delivery of supplies, and obtains authorized signatures.
3. Compares items received against requisition records for discrepancy in quantity or quality; reports discrepancy to the proper authority.
4. Contacts vendors for delivery dates and other shipping information.
5. Maintains records of the balance of stock items on-hand and reports shortages or excess stock.
6. Maintains perpetual inventory records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Extensive knowledge of methods of receiving, storing, maintaining, and issuing supplies and equipment.
2. Ability to maintain stock and inventory control records.
3. Ability to make complex arithmetic computations.
4. Ability to check quality of goods against prescribed specifications.
5. Ability to assign work to, instruct, and check work of others.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Three years of satisfactory experience in stores work handling a wide variety of supplies.

- NOTE:**
1. Experience, as outlined above, in excess of the three-year requirement may be substituted for high school education on a year-for-year basis up to a maximum of two years.
 2. Possession of an appropriate class, valid Driver License issued by the State of New York may be required by the appointing authority.

[Go Back](#)