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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : STOCK ASSISTANT
Code : 050005 DKF
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Non-Competitive

GENERAL STATEMENT OF DUTIES

Performs routine work in receiving, storing, and delivering supplies, parcels, and equipment; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision, the duties are routine, and require the use of limited judgment.

TYPICAL DUTIES

1. Assists in receiving, unloading, and unpacking supplies, materials, and equipment.
2. Assembles orders upon receipt of requisition, and makes deliveries as required.
3. Sorts materials and supplies, and stocks them on shelves or in bins.
4. Prepares simple lists and records.
5. Prepares simple lists and records.
6. Maintains stock room and shelves in a clean and neat condition.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of elementary storeroom methods and procedures.
2. Ability to maintain inventory records and prepare simple routine reports.
3. Ability to move and lift heavy objects.

MINIMUM QUALIFICATIONS

Training and Experience

1. Completion of eighth grade education;
or
2. One year of satisfactory experience storing and retrieving stock.

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