

[Go Back](#)

**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : STORES CLERK**  
**Code : 050015 DKP**  
**Page : 1 of 1**  
**Competitive**

**GENERAL STATEMENT OF DUTIES**

Performs manual and clerical work in receiving, checking, storing, and issuing supplies and equipment; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require the performance of routine manual and clerical tasks in which the employee is responsible for the application of proper storekeeping methods and the maintenance of accurate and complete stock records.

**TYPICAL DUTIES**

1. Receives, stores, and issues materials and supplies.
2. Checks quantity and quality of goods received for compliance with purchase orders or specifications.
3. Makes periodic physical inventories.
4. Develops efficient storing methods.
5. Maintains records of supplies received and issued and makes report as required.
6. Prepares and packs goods for distribution.
7. Performs a variety of related clerical and storekeeping tasks.
8. Delivers supplies to various locations, as required.

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

1. Knowledge of storekeeping methods and procedures.
2. Knowledge of inventory record-keeping and proper controls.
3. Knowledge of purchase and requisition procedures.
4. Clerical aptitude.
5. Ability to follow oral and written instructions.
6. Ability to lift and move heavy objects.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from high school  
and

One year of experience in stores work, including responsibility for receiving, checking, storing, and issuing supplies and equipment.

- NOTE:**
1. Experience, as outlined above, in excess of the one-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](#)