

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7315
Pay Grade: D06

FLSA: Non-Exempt

STOCK CLERK I

MAJOR FUNCTION:

Performs routine manual and clerical work in receiving, storing, issuing, and caring for commodities, materials, textbooks, supplies and equipment in central warehouses or supply sections. Work includes routine activities in maintaining simple records and strenuous manual labor. Work is performed under direct supervision.

DUTIES AND RESPONSIBILITIES:

- Assists with the receiving, inspecting, storing, issuing, and delivering of materials from a large, varied stock.
- Assists in loading and unloading trucks and railroad cars.
- Assists with maintaining store records involving a large and varied stock of items; consults with supervisors as to changes in packaging, etc.
- Assists in inventories of materials and cycle counts, stock estimates, and inspection of goods received.
- Lifts and moves heavy items on a routine basis.
- Determines quality of goods against prescribed specifications; makes routine arithmetic calculations.
- Maintains cleanliness and order in assigned area.
- Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS:

Graduation from a standard high school, vocational school, or possession of a GED; or an equivalent combination of education, training and experience.

ISSUED: 6/79 SSN; REVISED: 7/86 MW; BOARD APPROVED: 2/11/87; 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 I

<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				