

TITLE: <u>Supplies Clerk</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA434</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>5</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

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**POSITION PURPOSE**

Receive, issue, store, distribute and inventory a variety of materials, equipment and supplies for a large stockroom or storeroom facility in a School, College or Division of the University. Perform standardized warehousing methods and routines operating power assisted material handling equipment.

**ESSENTIAL JOB FUNCTIONS**

- Receive, issue and distribute a variety of materials, equipment and supplies. Inspect and verify incoming orders; check packing list against purchase order. Resolve errors or problems in shipment and delivery of goods.
- Conduct periodic physical inventory of stock items; order and maintain proper stock levels. Maintain asset records; prepare appropriate inventory and usage reports.
- Participate in general office functions as needed. May perform routine typing or data entry of standard University forms, reports and other paperwork and correspondence, e.g. special payment authorization (SPA), purchase requisition and petty cash voucher.
- Operate power assisted material handling machines and equipment, e.g. forklift, hi-lo; unload, transport and place materials, equipment and supplies in appropriate location. Maintain cleanliness of work area.
- May provide functional work direction of assigned tasks to a small number (1-3) of student or part-time temporary support personnel. Assign, monitor and evaluate work activities. Train in appropriate methods and procedures.
- Contact various University personnel, Buyers, requisitioners and vendor representatives regarding the receipt, processing and shipment of orders. Respond to routine inquiries and resolve problems that may arise.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This entry level classification is designed to perform standardized warehousing and storekeeping work routines operating both power assisted material handling machines and office equipment in the receipt, distribution and inventory of a variety of materials, equipment and supplies for a large stockroom or storeroom facility. Work activities include physical inventory, record keeping and accounting procedures. Functional supervision may be provided over a small number (1-3) of student or part-time support personnel. This classification is generally located in a stockroom or storeroom facility handling a large dollar volume inventory and petty cash fund for a School, College or Division of the University. This classification reports to and receives work direction from a supervisory staff or management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or an equivalent combination of education and/or experience.
- Some knowledge of and experience with storekeeping and/or warehousing methods and procedures preferred.
- Some knowledge of general office procedures preferred.
- Ability to operate standard office equipment; light typing and data entry skills.
- Ability to operate power assisted material handling equipment, e.g. forklift, hi-lo, etc.
- Ability to maintain records and prepare reports; keen attention to detail.
- Ability to communicate effectively with others.
- Typically, incumbents have held positions in a storeroom, warehouse or stockroom facility.