

FLEET PARTS CLERK

PURPOSE AND NATURE OF WORK

The work of this class involves participating in the order, receipt, storage, and issue of materials, supplies, and fleet parts and equipment. Work is routine in nature and involves keeping accurate records of receipts and disbursements.

Incumbents report quantity of inventory and also recommend stock requisitions. Work is performed under the direct supervision of the Fleet Parts Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Receives incoming materials, supplies, and parts for vehicles and equipment. Examines goods received to determine compliance with specifications and quantities. Inspects for damage; stores and issues goods; maintains inventory records; conducts periodic physical inventories of stock on hand; prepares and submits scheduled inventory reports. Picks up and delivers parts to other repair shops and parts houses.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of automotive and equipment parts.

Considerable knowledge of standard record keeping practices used in inventory record keeping as applied to the automotive field.

Knowledge of materials, supplies, and automotive and equipment parts used by operating divisions being served.

Knowledge of computer applications as required by area of assignment.

Ability to read well and write legibly.

Ability to exercise accuracy in recording and in inventory work.

Ability to prepare standard reports.

Ability to establish and maintain effective relationships with superiors and other employees.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and considerable experience in the field of work that provided familiarity with fleet parts.

NECESSARY SPECIAL QUALIFICATION

Possession of a valid Louisiana's Driver's License.