

Class Code: 1220
Revised: 08/24/07
Reviewed: 1/23/18

STORES CLERK I

PURPOSE AND NATURE OF WORK

This is work receiving, storing, loading, unloading, and issuing materials, parts, supplies, and equipment. Work requires the performance of some simple clerical duties in recording the receipt and issuance of materials, parts, supplies, and equipment. Employees must exercise caution to safely perform assigned tasks and perform their duties under general supervision.

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 and issues materials, parts, supplies, and equipment. Records the receipt and issuance of such goods. Loads, unloads, stores, stocks, and keeps track of goods in storage or warehouse facility or yard. Follows safety guidelines. Cleans storage or warehouse facility and performs related upkeep of the area. Picks up parts and supplies from other locations. May assist maintenance personnel occasionally by performing routine unskilled tasks.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of warehouse control methods.

Some knowledge of occupational hazards in storage of materials and equipment.

Ability to lift and carry heavy objects..

Ability to understand and follow oral and written instructions.

Ability to write legibly and spell accurately.

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

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school; and some experience in warehouse or related work; or any equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATION (Depending on area of assignment)

Possession of a valid Louisiana Driver's License.