

AUTOMOTIVE STOCK CLERK

JOB CODE: 7401
LOCATION: Tioga County Department of Public Works
CLASSIFICATION: Competitive
SALARY: CSEA, Grade 2 (Tioga Co. DPW Salary Schedule)
ADOPTED: Revised 6/97, 05/11; 7/15 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for requisitioning a variety of materials, such as automotive equipment, parts, fuel, oil and tools for the department. Additionally the incumbent is responsible for the receiving, stocking and issuing of these supplies. The Automotive Stock Clerk must maintain a complete, accurate and current record of all transactions. Work is performed under the general supervision of a higher level employee. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Contacts local vendors, refers to catalogues and uses additional sources such as supplier manuals and price lists, to order equipment and supplies;
- Purchases necessary supplies and equipment in conformance with the County Purchasing Policy and NYS law and examines materials received for damages or conformance of shipment to order;
- Receives incoming stock, checks incoming goods against the purchase orders, making sure they agree; if the goods match the original order, the voucher is submitted to authorize payment to the vendors;
- Contacts vendors and arranges for the return of any goods not in accordance with specification;
- Keeps a running inventory of existing stock, listing stock that has been dispensed, and making sure that records and physical inventory agree;
- Maintains a knowledge of current sources for supplies or parts;
- Maintains inventory of supplies to meet current needs;
- Assists as needed with snow plowing operations including, but not limited to, wing operator;
- Assists department mechanics as needed;
- May drive a light truck in order to pick up or distribute parts and supplies

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of current purchasing principles and practices, particularly in the area of automotive parts, equipment and services; good knowledge of automotive terminology, equipment, materials, tools and parts; good knowledge of the characteristics and uses of parts and equipment in the automotive trade; good knowledge of the principles and practices of storekeeping and inventory control; mechanical aptitude as it relates to automotive and heavy equipment repairs; ability to analyze and compare price quotations; ability to keep accurate inventory records; ability to communicate effectively both orally and in writing; ability to make accurate arithmetic computation such as calculating bids, computing discounts and determining amounts due; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid experience (or its part-time equivalent) in the receiving, requisitioning, storing or shipping of automotive supplies.

SPECIAL REQUIREMENT: Possession of appropriate level and valid New York State driver's license at the time of appointment. License must be maintained continuously during employment.