



Binghamton City School District

Christopher Columbus School
164 Hawley Street
PO Box 2126
Binghamton, NY 13902-2126
(607) 762-8100
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Stores Clerk- Job Description

This position involves responsibility for clerical and physical work related to a stock room of parts, supplies and/or materials necessary to the work of the one or more departments or divisions. The incumbent enters data into a computer database to maintain and track information relative to the receipt, inventory, and vehicle repairs. The incumbent also prepares items for delivery and clean and maintains the stock room. The incumbent may perform miscellaneous duties relative to the department under the supervision of the higher level employee, with some leeway allowed for the exercise of independent judgement in carrying out the details of the work. Does related work as required.

Typical Work Activities:

- Receives, stores and issues supplies, parts, equipment, foodstuffs and other materials
- Checks the quantity and quality of stores and supplies received against purchase orders or requisitions to ensure that they are correct
- Prepares and maintains stock control records and reports
- Sets up and maintains records of perpetual inventory for ready reference
- Locates and arranges to purchase infrequently used parts and equipment not covered by purchasing contracts
- Maintains maintenance and repair, cost control and warranty records on all pieces of equipment
- Communicates with vendors and suppliers to ascertain information concerning part prices and availability
- Maintains adequate stock levels in anticipation of needs
- Notifies superiors of problems with deliveries such as later deliveries, breakage, or incorrect amount of shipment
- Uses computer and financial software to acknowledge receipt of goods and maintain receiving records
- Prepares and maintains simple records and reports
- May telephone vendors to order stock covered by contract
- May pick up and deliver supplies, parts, and equipment

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Full Performance Knowledges, Skills, Abilities and Personal Characteristics:

- Good Knowledge of the methods and procedures used in receiving, storing and issuing supplies and equipment
- Good knowledge of inventory control methods and record keeping
- Working knowledge of purchase/requisition procedures
- Ability to make simple arithmetic computations
- Ability to understand and carry out simple oral and written instructions
- Ability to prepare and maintain records and reports
- Ability to lift and carry moderately heavy weights
- Ability to preform close detail work involving considerable visual effort and strain
- Ability to operate a computer terminal
- Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software
- Willingness to respond to emergencies and work overtime
- Clerical aptitude
- Physical condition commensurate with the demands of the position

Minimum Qualifications:

Graduations from high school or possession of an equivalency diploma

Two years of experience in receiving, storing and issuing supplies and equipment

**Special requirement at time of appointment: possession of the appropriate level Motor Vehicle Operator's License.*

COMPETATIVE EXAM

DAA/kam

updated: 3/1/21

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