

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Storeroom Clerk	Job Code: 1021
Date: September 19, 2017	EEO Code: OC
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is general work in warehouse operations including assisting in inventory control and distribution, ordering of parts and materials, and maintaining records and schedules.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated supervisor and perform all tasks under general direction. This work is distinguished by its emphasis in materials inventory. *Note: Employees of this class are eligible for advancement to the next level in the career series as directed by policy.*

ESSENTIAL DUTIES: Assist in the warehousing of stock and parts by receiving, receipting, and issuing materials to coworkers; identify and properly record and store materials; account for salvaged materials returned from the field.

Assist in preparing reports; keep inventory and accounts for monies; deliver items to work crews and job sites; obtain materials from dealers; maintain stock in orderly fashion; clean and sweep storeroom or shop areas; perform varied physical labor; specific positions within this classification may perform a variety of other miscellaneous duties consistent with the department's program goals; assist in warehouse financial reporting regarding issuances, month-end reporting, regular cycle counting, p-card purchases, and all other purchases; perform other related work as required.

MINIMUM REQUIREMENTS: Equivalent to a high school diploma and one (1) year of experience in general warehousing or closely related field that would demonstrate an ability to perform the work **OR** an equivalent combination of education and/or experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certification(s): A valid, current Driver's License is required. Must obtain a valid Commercial Driver's License (CDL) within six (6) months of hire.

SELECTION FACTORS: *Knowledge of:* policies and procedures established for the work system; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar; the operations performed and purposes served by the applicable department. *Skill in:* maintaining accurate records; operating various office equipment including computers and applicable software; performing data entry into computerized database; practicing trust-building behaviors. *Ability to:* quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; develop and maintain effective working relationships with coworkers and superiors; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform routine mathematical calculations quickly and accurately; understand and follow verbal and written instructions.

TOOLS AND EQUIPMENT USED: May require the use of hand tools, generators, drills, scales, hoists, jack trucks, and forklifts, barcode label machines and scanners, radio frequency handheld communication equipment, 10-key calculator, protective safety equipment and clothing, office

equipment including telephones, computers, word processors, applicable software programs.

PHYSICAL DEMANDS: Regularly walk, stand, reach, or stoop; requires lifting up to 50 lbs.; ascend or descend ladders, scaffolding, ramps, poles, and similar equipment; use tools or equipment requiring a high degree of dexterity.

ENVIRONMENTAL FACTORS: Regularly perform work inside and outside; exposure to dust and dirt, harsh weather conditions, and possible bodily injury from falling items and moving mechanical parts of machinery, equipment, and/or tools. *On call or after hours work may be required. Schedule may require extended hours outside of normal shift work from time to time.*



Department Director

9/13/17

Date



Mayor/Chief Administrative Officer

9/19/17

Date

NOTE: *The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.*