

Code: 1805  
Administrative Service  
Statistical, Technical and Mercantile Group  
Storekeeping Series

CLASS TITLE: **Stockhandler**

CHARACTERISTICS OF THE CLASS: Under immediate supervision, performs manual and routine clerical work in a storeroom or warehouse; and performs related duties as required.

EXAMPLES OF DUTIES: Performs manual stock handling activities including receiving, checking, storing, issuing and accounting for materials, supplies and equipment; processes all incoming and outgoing stock items; ensures stock delivery tickets correspond to purchase orders; visually inspects condition of incoming materials; completes required receiving and shipping documents; assists storekeepers in preparing requisitions for materials and supplies; issues materials upon receipt of requisitions; maintains records of all materials and supplies; issues materials upon receipt of requisitions; maintains records of all materials and supplies disbursed; prepares monthly supply report on equipment and services issued; assists in annual physical inventory of supplies; maintains orderly stock storage bin index.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Willingness and ability to perform the duties listed above.

Knowledge, Abilities, and Skill. Some knowledge of routine stockroom procedures. Some knowledge of inventory control procedures.

Ability to maintain accurate stock records. Ability to work effectively with others.

Some skill in the application of stockroom procedures.

January, 1991