

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

STOCK CLERK (Supply Clerk, Stockroom/Warehouse)

DOT: 222.387-058 / O*NET: 43-5081.03 SVP 4

Job Description: Receives, stores, and issues equipment, materials, supplies, merchandise, and other items from stockroom, warehouse, or storage yard, and compiles stock records (**involves direct contact with materials or products**). *Physical Demands* - Active w/heavy lifting, carrying, or moving (up to 100 lbs); *General Educational Development*- R3 M3 L2; *Aptitudes* - Above average Clerical Perception; Average General Learning Ability, Verbal, Numerical, Spatial, Form Perception, and Manual Dexterity.

Note: Possession of a valid Class B driver's license may be required.

CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate ability to accurately count, sort, or weigh incoming articles to verify receipt of items on requisition or invoices. (R, IN, S, T)
2. Can demonstrate ability to safely pack and unpack items to be stocked in stockrooms, warehouses, or storage yards. (R, S, T)
3. Can demonstrate ability to examine and inspect stock to verify conformance to specifications, including checking stock items for wear or defects. (IN, S)
4. Can demonstrate ability to prepare products, supplies, equipment, or other stock items for use by adjusting, repairing or assembling them as necessary. (R, S, T)
5. Can demonstrate ability to mark identifying codes, figures, or letters on stock items using identification tags, stamps, electric marking tools, or other labeling equipment. (R, IN, S, T)
6. Can demonstrate ability to store articles in bins, on floor, or on shelves, according to identifying information, such as style, size, or type of material. (R, IN, S)
7. Can demonstrate ability to correctly issue or distribute materials/items from stock to customers or coworkers, based upon information from incoming requisitions. (R, IN, S)
8. Can demonstrate ability to compile, review, and maintain data from contracts, purchase orders, requisitions, and other documents in order to assess supply needs. (IN, S)
9. Can demonstrate ability to accurately prepare requisitions, orders, or other documents for purchasing or requisitioning new or additional stock items. (IN, S)
10. Can demonstrate ability to perform inventory counts, including periodic, special, or perpetual counting of stock items. (IN, S)
11. Can demonstrate ability to prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued, manually and/or using computer terminal. (R, IN, S, T)
12. Can demonstrate ability to compile reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of incoming shipments. (IN, S)
13. Can demonstrate ability to determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities. (IN, S)
14. Can demonstrate ability to safely move or transport material or supplies to other departments, using hand or industrial truck. (R, S, T)
15. Can demonstrate ability to clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations. (R, S, T)
16. Can demonstrate ability to communicate orally and in writing in an effective manner. (IN, I)
17. Can demonstrate computer knowledge, including word-processing and other relevant hardware and software applications (identify). (R, IN, S, T)
18. Can demonstrate ability to work under stress to meet schedule deadlines. (I)