

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Stock Clerk		
<b>Job Code:</b>	CL5280	<b>Job Family:</b>	Clerical
<b>Pay Grade</b>	504	<b>Date Reviewed:</b>	07/06/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	10/12/19

### GENERAL SUMMARY

Provides support in assigned department or division by identifying, ordering, receiving, stocking, and issuing parts and materials; picks up and delivers parts, supplies and materials; maintains stock records, logs and files; and performs a variety of clerical duties in assigned area of responsibility.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Identifies, orders, receives, stocks and issues parts and materials.
2. Operates city vehicle to pick up and deliver parts, supplies and materials from warehouse to outside locations.
3. Assists customers at service counter or via written or verbal request; reviews orders, selects items from shelves, and replenishes stock.
4. Reviews technical and industry publications to identify parts, service, and vendors; contact vendors to obtain costs; requests and obtains purchase order; and orders parts.
5. Uses IT Service Manager Online system and batching inventory to order IT equipment and provide electronic logs and reports.
6. Monitors stock records to ensure inventory is within established levels; order as necessary.
7. Enters order information into automated parts and finance information system. Reviews on ongoing basis to determine status of orders and follows up on outstanding orders.
8. Receives incoming orders and compares quantity shipped and price against order. Verifies receipt and inspects goods for quantity, damage and conformity to specification. Reports discrepancies and labels with bar code.
9. As required, operates a forklift to load/unload materials from vehicles and transfer to warehouse.
10. Records all inventory items by quantity, receiving document and storage location on computer. Maintains computerized records of parts, equipment, merchandise and costs. Computes unit prices and marks items with correct information.

11. Reviews stock annually to determine obsolete stock. Return stock to vendor, transfers to another parts station or prepares for city auction. Updates records accordingly.
12. Maintains warehouse in a safe and orderly fashion by rotating stock, removing obsolete items and cleaning area as needed.
13. Performs other duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Warehouse and stockroom operations.
  - Basic methods and techniques of inventory control.
  - Buyspeed Online.
  - IT Service Manager Online.
  - AT&T Premier On-Line Ordering System.
  - PNET JPMorgan Payment Net Access.
  - Real Time Asset Management Software Asset Management System.
  - Methods and techniques of basic file and record maintenance.
  - Basic knowledge and ability to use a computerized inventory system.
  - Methods and techniques receiving, storing, issuing and shipping a variety of materials.
  - Safe operation of hand and power tools, pallet jacks, motorized forklifts and related equipment.
  - Specialized parts for repairs and maintenance of City equipment.
  - City purchasing rules.
  - Pertinent Federal, State, and local laws, codes and regulations.
- **Skill in:**
  - Making observations.
  - Monitoring assigned activities and operations.
  - Operating assigned equipment.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Perform warehouse parts receipt, inventory and distribution duties.
  - Read, understand and use equipment, merchandise and specialized parts catalogues.
  - Perform basic arithmetic.
  - Understand and follow oral and written instructions.
  - Learn to use computer terminals for inventory control.
  - Operate pallet jack, motorized forklift and power tools.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and one year of warehouse/stockroom experience.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.