

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

STORES CLERK

POSITION CODE: 43060
Effective: 12-1-75

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs manual labor and routine clerical record keeping tasks in the receiving, storing, shipping and care of office supplies, industrial equipment, foodstuffs, medical supplies or related items in warehouses for institutional or departmental use.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives, unpacks and stores goods or supplies in proper storage places; checks for damages or spoilage.
2. Issues supplies from storeroom on approval requisitions for institutional or departmental use; delivers supplies as required.
3. Assembles, packs and transports or arranges for transporting stored goods or materials; loads and unloads supplies as required.
4. Takes or assists in taking physical inventory of stock as required.
5. Keeps simple receiving and shipping records.
6. Operates materials' handling equipment such as hand trucks, dollies, scales, etc.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school.

Knowledges, Skills and Abilities

Requires elementary knowledge of storeroom methods and procedures, transportation modes, shipment methods and kinds and grades of foodstuffs, maintenance, medical or office supplies.

Requires ability to keep simple receiving and shipping records.

Requires ability to perform arduous labor.

Requires ability to understand and follow oral or written instructions.