



City of Kansas City, Missouri Job Class Specification

Job Title: STOCK CLERK

Department: MULTI

Job Code: 1304

Status: NONEXEMPT

Grade: L-3

Summary

This is responsible stores work receiving and issuing materials, supplies, tool, and equipment and occasional lead responsibilities.

Under the direction of the store manager, work involves responsibility for the requisition, storage, distribution and record-keeping operations of a storeroom having a variety of materials and tools or a specialized storeroom handling items of considerable value requiring the application of limited technical knowledge and terminology of the uses and applications of items and materials handled. General instructions and written procedures are available to be followed, but employees of this class are responsible for applying proper storekeeping methods to work problems and record maintenance. Periodic reviews of work are made by a supervisor who inspects inventory, stock records and condition of stock.

Duties and Responsibilities

- Plans and participates in the requisition, receipt and examination of materials, supplies, tools and equipment.
- Participates in the filling of requisitions and disbursing of stock.
- Participates in the physical inventory of materials, supplies, hand tools and equipment.
- Initiates requisitions for replenishing stock on the basis of quantity and quality on hand in relation to departmental usage; reviews inventory records and departmental use of supplies in order to prevent overstocking of materials with a low turnover rate.
- Inspects, leads, and participates in the cleaning of assigned storeroom.
- Performs related duties as required.

Technical Skills

- Must demonstrate knowledge of storeroom methods and procedures; kinds, grades and uses of the supplies dealt with; purchase and requisition procedures.
- Must demonstrate ability to manage a moderately large storeroom for the issuance of supplies, tools, materials and equipment, as well as maintain pertinent inventory and related control records; lift and move heavy objects.
- Must demonstrate ability to perform addition, subtraction, multiplication, and division of whole numbers and fractions.

Education and Experience

High school graduation and three (3) months experience in clerical or storeroom work.

Certificates/ Licenses/Special Requirements

- Must pass a physical examination as prescribed by the City.
- Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

None

**Supervision
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

9/06

Revised

8/2022