

Pattern II

DEFINITION OF TERMS OF MINIMUM QUALIFICATIONS:

“at a level of responsibility at least equivalent to that of Stock Clerk.”

A non-comprehensive list of tasks performed by a Stock Clerk:

- Checks goods received against purchase invoices
- Fills requisitions and delivers supplies
- Wraps and packages goods for shipment
- Takes physical inventories and keeps perpetual inventory records of the quantities of stock on hand
- Keeps shelves and goods clean and sees that stock is in its proper place and neatly arranged
- Replenishes the stock on the shelves from a general store room as needed
- Keeps records of goods received and shipped