



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title:	<b>SENIOR STORES CLERK</b>
Jurisdictional Class:	Competitive
Civil Division:	County Highway Department
Adoption: CSM	06/07/2000
Revised: CSM	06/07/2000

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**DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the County Highway Department and involves responsibility for the operation of a stock room. The incumbent orders, receives, stores and distributes supplies and equipment according to established guidelines and procedures. The work is performed under the general supervision of the Garage Manager with leeway allowed for the exercise of independent judgment. The incumbent does work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Develops and maintains a computerized system for parts inventory, replenishment and control;  
Orders repair parts and supplies for the Highway Department;  
Orders, receives, checks and stores a wide variety of fuel, lubricating supplies, tools, equipment and replacement parts as needed;  
Researches parts numbers;  
Inventories and maintains parts stockage levels;  
Monitors repair parts prices and quality;  
Marks incoming stock items with bar code labels;  
Checks with mechanics to ensure repair parts ordered are correct and parts taken out of inventory are listed on work orders;  
Supervises and directs individuals assigned to pick up parts and supplies;  
Coordinates with vendors for parts shipments and deliveries;  
Maintains and coordinates for appropriate paper backup of computer records;  
Coordinates supply requests for satellite highway garages;  
Ability to maintain systematic stock keeping records both computerized and non-computerized;  
Ensures the cleanliness of the stockroom;  
Monitors and enforces the security of the stockroom;  
Does related duties as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of the tools, parts, materials and terminology commonly used in public works activities;  
Good knowledge of methods and practices used in receiving, storing and issuing supplies and equipment;  
Ability to maintain systematic stock keeping records both computerized and non-computerized;  
Working knowledge of general office procedures;  
Ability to express ideas orally and in writing.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma AND

(A) Two years of full-time experience in issuing and storing supplies and using a computer to enter and retrieve parts information; OR

(B) Four years of full-time experience in equipment repair activities; OR

(C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Possession of an appropriate driver's license issued by the New York State Department of Motor Vehicles is required at time of appointment.