



City of Phoenix SUPPLIES CLERK II

JOB CODE 01600

Effective Date: Rev. 01/00

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform manual and clerical work of a responsible nature in the requisition, receipt, inspection, storage, issuance, ordering, and minor repair of a variety of supplies, parts, tools, and equipment or the independent performance of all phases of such operations in a moderate size supply room. Some positions direct the work of Supplies Clerks I, Groundskeepers, or others assisting in warehousing duties. Duties are performed in accordance with established policies and procedures under the direct supervision of a Supplies Clerk III or other supervisor. This classification differs from the Supplies Clerk I classification by the independent responsibility in the performance of duties.

ESSENTIAL FUNCTIONS:

- Checks accuracy of invoice, identification, and inventory of property, supplies, and materials;
- Checks incoming material for quality and quantity against invoices, purchase order, packing slips, contract order release forms, or other documents;
- Creates and updates inventory records and makes a periodic inventory to reconcile physical count with the inventory records;
- Receives, unpacks, and stores general or specialized goods and supplies;
- Issues general or specialized goods and supplies;
- Makes arithmetical computations to reconcile physical count with inventory records and order requests;
- Inputs and retrieves inventory information using a computer work station, and verifies information on computer-generated documents;
- Ensures security of supplies, equipment, or materials;
- Checks supplies and equipment, including substitute items, against specifications to determine appropriateness;
- Assign inventory/stock numbers and location to new stock;
- In the absence of the assigned supervisor, supervises a group of employees;
- Contacts vendors to obtain price quotes and to place orders;
- Prepares department purchase orders, requisitions, and similar forms;
- Performs routine research and follow-up related to the receipt of and payment for goods and services;
- Maintains regular and reliable attendance.



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- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- A wide variety of supplies, tools, and equipment and related terminology.
- Modern storekeeping methods and practices.

Ability to:

- Work cooperatively with other City employees and the public.
- Communicate orally in the English language with customers, vendors, or the public in a face-to-face, one-to-one setting or by telephone.
- Display discretion and integrity in performance of duties.
- Perform basic arithmetic involving addition, subtraction, multiplication, and division.
- Learn job-related material primarily through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.
- Operate a forklift or other power driven equipment to move or lift supplies and equipment.
- Move objects weighing less than 50 pounds short distances of 20 feet or less.
- Lift arm above shoulder level to stock and readjust shelves.
- Work safely without presenting a direct threat to self or others.
- Bend or stoop repeatedly or continually over time to unpack, unload, or shelf items.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. In addition, individuals may be required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license (CDL). Pre-employment drug testing is required for CDL positions. Employees in CDL positions will be subject to unannounced alcohol and drug testing as a condition of continued employment. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.
- Some positions require the performance of other essential functions depending upon work location, assignment, or shift.



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ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of experience in a warehouse or stores operation where a wide variety of materials, fittings, tools, supplies, and equipment are dispensed. Other combinations of education and experience which meet the minimum requirements may be substituted.