



## SENIOR STORES CLERK

**CLASS SUMMARY:** To perform a variety of technical and specialized materials management duties related to the acquisition of supplies, material and equipment; to perform difficult inventory, warehouse stock control and record-keeping duties; to provide technical and functional supervision over other stores positions; and to perform related duties as assigned.

**CLASS CHARACTERISTICS:** This is the advanced journey level class in the Stores Clerk series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing technical and specialized purchasing and recording-keeping duties, as well as providing technical and functional supervision over other stores staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**SUPERVISION RECEIVED:** Receives direction from departmental supervisor or manager. Exercises functional and technical supervision over clerical and technical personnel.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

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| 1. | Contacts vendors for prices and quotes and orders materials, parts and supplies.   |
| 2. | Completes quote sheets and computes and types purchase orders.   |
| 3. | Receives, examines and processes requisitions for supplies and equipment according to established materials management policies.   |
| 4. | Consults appropriate vendors and receives and analyzes quotations and bids for relative prices and consistency with specifications.  |
| 5. | Interviews vendors in regard to purchasing and selling operations, types of material required, specifications, complaints and problems arising in connection with purchases; maintains records showing current information on purchases completed and sources of supply; answers and initiates correspondence related to purchasing. |
| 6. | Prepares and issues invoices for goods or services provided by assigned program.   |
| 7. | Maintains clerical inventories and spot checks maintenance of storerooms.  |
| 8. | Receives, checks and stocks supplies.  |
| 9. | Performs a variety of general clerical and record-keeping duties; prepares required reports; operates a variety of office machines.  |

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10.	Operates a computer to input and retrieve data.
11.	Provides technical and functional supervision over assigned staff.

**Knowledge of** (position requirements at entry):

- Basic principles and practices of purchasing and materials management.
- Sources of supply, methods of securing prices and quotations, and proper forms of specifications.
- Laws and regulations applicable to purchasing operations.
- General quantity, quality, and types of materials and equipment used by a County department.
- Modern office practices and procedures including business correspondence, filing, record-keeping, and standard office equipment and computer operation.

**Skills in** (position requirements at entry):

- Perform technical and specialized buying.
- Learn and interpret various regulations pertinent to purchasing activities.
- Evaluate the quality and price of available supplies, materials and equipment and make the most economical purchases.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a computer to input and retrieve data.
- Communicate clearly and concisely, both orally and in writing.

**Training and Experience** (positions in this class typically require): Equivalent to the completion of the twelfth grade. Three years of responsible storekeeping and supply acquisition experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**NOTE:** This position is represented by AFSCME Local 2831.

**Classification History:**

Deminimus changes updating language approved by County Administrator 06/27/06.  
FLSA Status: Non-Exempt