Head Store Clerk

Job Code 00007086

**General Description**
Responsible for supplying material to staff.

**Example of Duties**
- Supervise store clerks and student employees.
- Coordinate material pick up.
- Package and ship material from warehouse.
- Assist in conducting inventory.
- Maintain a list of tools issued to mechanics.
- Issue parts.
- Maintain and update log books.
- Pull and issue custodial supplies.
- Answer telephone.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**
- **Knowledge of:** Safe forklift operation; electrical pallet jack operation; basic math.
- **Skill in:** Interacting courteously with others.
- **Ability to:** Read and understand directions and descriptions; write orders; count money; communicate effectively; identify material that needs repair.

**Education and Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**

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