

## Store Clerk II

### Job Code 00007133

#### **General Description**

Responsible for accounting, controlling, and issuing supplies and parts to physical plant staff or uniforms to AFROTC cadets.

#### **Examples of Duties**

Issue supplies and parts to physical plant personnel.  
Restock and organize shelves.  
Pick up mail.  
Screen all material issues for the previous day for verification.  
Make copies of all purchase orders received for invoice paying procedure.  
Separate purchase orders by checking invoices for all items received.  
File pink copies by year and purchase order number.  
Sort purchase orders by year and account numbers.  
Locate and attach tickets to monthly vouchers.  
Keep ledger on refrigerant, tool list and encumbered.  
Fill out encumbered inventory adjustment forms.  
Investigate problem issues such as incorrect quantities of stock numbers or description.  
Operate forklift.  
Operate and maintain university vehicle.  
Secure office or warehouse at time of closing.  
Issue uniforms and supplies to AFROTC cadets.  
Type purchase orders for uniforms and supplies for cadets.  
Prepare tickets for uniform alterations and type purchase orders.  
Pick up uniforms and supplies for cadets.  
Pick up surplus computers and process for surplus property disposal.  
Support the delivery of freight.  
Keep inventory of all uniforms and supplies for AFROTC ledger.  
Assign inventory numbers and stencil university equipment.  
Perform random spot inventory.  
Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** Laws and university guidelines, policies and procedures; safety practices

**Skill in:** Working with co-workers as a team and being courteous to others; prioritizing daily workload; problem solving and decision making; using e-mail, SAP, and Microsoft Office products; using time productively.

**Ability to:** Read work orders and labels; write material issues; inventory materials;

perform basic math; maintain a filing system.

**Educational 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**