NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Stores Clerk	CODE: 14711C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under close supervision from storekeeper, receives, stores & distributes supplies & equipment;

-PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	89-99	Receives shipments, unloads stock & checks for correct quantity & condition; stores, issues & delivers supplies & equipment; assists in maintenance of perpetual inventory control; maintains all related records.	Knowledge of (1) inventory control*, (2) safety practices*; ability to (3) carry out simple instructions, (4) add, subtract, multiply & divide whole numbers, (5) lift 100 lbs.
2	1-7	Maintains clean & orderly storeroom.	Ability to 3.
3	0-5	Answers telephone; pumps gasoline & checks oil for vehicles.	Ability to 3.

(90)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
Exposed to low temperatures while working with cold storage items.	Ability to add, subtract, multiply & divide whole numbers & to read & write simple sentences.	

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