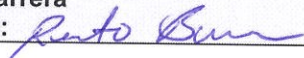


**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

CLASSIFICATION: STOCK CLERK - (GENERAL SERVICES)	
Approved by Hospital General Services Administrator II – Renato Barrera Signature: 	Date Approved: <i>03/04/2024</i>

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under direction, performs journey person work in the receiving, storing, issuing, and shipping of supplies and food items.

The Stock Clerk must have knowledge of the rules, regulations, and standards governing the operation of the hospital, including the policies and procedures of the Department of State Hospitals.

- 30%** Checks goods received against purchase invoices, dray tickets, bills of lading, purchase orders, or requisitions; handles and documents damaged shipments to facilitate replacement and/or reimbursement in a timely manner; prepares stock received reports. Ensures incoming and outgoing packages are documented utilizing the existing tracking system. Operates hand trucks, dollies, stackers, platform lifts & other material handling equipment; operate motorized equipment such as forklifts or drive state issued motor vehicles to transport packages, stock and/or supplies.
- 30%** Fills requisitions and delivers supplies; wraps and packages goods for shipment; prepares bills of lading showing proper shipping instructions; keeps records of goods received and shipped; prepares reports of completed work. Delivers packages within the hospital. Provides customer service and assistance by picking up packages, supplies, and goods within the hospital. Prepares and transports packages, stock, and/or supplies on and off grounds.
- 30%** Maintains shelves and goods clean and sees that stock is in its proper place and neatly arranged; notify supervisors when stock becomes low; replenishes the stock on the shelves from a general storeroom as needed; segregates and stores goods; occasionally reconditions damaged stock; check expiration dates. Conducts and maintains accurate records; utilize automated material identification equipment such as Bar Code wands, computer terminal, laser scanner, postal metering equipment, etc.
- 10%** Maintaining confidentiality and professional boundaries.

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2. SUPERVISING RECEIVED:

Materials & Store Supervisor or Clothing Center Manager (Clothing Center)

3. SUPERVISION EXERCISED:

None

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Methods and practices used in receiving, storing, packing, and shipping supplies; usual forms, methods, and practices of the shipping department of a governmental or commercial organization; methods of taking inventories and maintaining inventory records.

ABILITY TO: Read and write English at a level required for successful job performance; make rapid and accurate computations in connection with stockroom work; follow oral and written directions.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION:
Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: None

TECHNICIAN PROFICIENCY (SITE SPECIFIC): None

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.

7. **TRAINING:**
Training Category – 2 – Training Procedure No. 03-11.
The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date