

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 573-232-1509-006	Date:
Class: Stock Clerk	Name:
Under direction of the Hospital General Services Administrator I, the Stock Clerk will transport and store property belonging to the State and residents of the Veterans Home of California, Yountville.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Package, transport and distribute State and residential property; includes storage, receipt, return and/or destruction of State and residential property. Require heavy lifting of furniture, boxes, packages, electronics, small motorized equipment, and small and large appliances, with or without the use of hand trucks, motorized carts or vehicles.
25%	Keep accurate records of property (follow departmental policy) regarding inventory, transfer, receipt, storage and disposal of property. Input property records utilizing automated and manual tracking systems. Monitor and keep records of where inventory is located or stored. File and organize all records of both State and residential property.
10%	Maintain a neat, clean and safe work area. Keep all shelves, floors and property clean and organized. Keep all storage containers and buildings free from any debris, broken furniture, electronics, trash and other inoperable goods.
10%	Record goods received; match to appropriate invoices and purchases requisitions. Perform physical inventories and assist with warehouse inventories. Receive, ship, and deliver property to various locations as needed.
5%	Instruct and/or lead volunteers, residents and student assistants in special projects or assignments.
5%	Adhere to the Department's Health and Safety Policy regarding lifting and safe operation of equipment and tools. Complete all trainings as assigned.
	Driving is an essential function of this position.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Back up truck; awareness of surroundings; locate resident belongings. View computer screen; prepare various forms, memos, reports and proofread documents.					X
HEARING: Answer telephone; communicate with staff, department managers, and residents and provide verbal information.					X
SPEAKING: Communicate with staff, department managers and the residents in person and via telephone.					X
WALKING: Move property from point to point.				X	
SITTING: Work station, meetings, trainings, while driving the truck.			X		
STANDING: Storage areas; work with resident property					X
BALANCING: Ride on truck lift-gate; use of hand truck		X			
CONCENTRATING: Awareness of surroundings; location of resident property.					X
COMPREHENSION: Understand direction from supervisor; understand policy and procedures of the department.					X
WORKING INDEPENDENTLY: Must be able to follow-up on incomplete tasks with minimal guidance.		X			
LIFTING UP TO 10 LBS:		X			
LIFTING 10-25 LBS: Resident and State Property					X
LIFTING 25-50 LBS: House, office, room furniture and decorative items.				X	
FINGERING: Computer keyboard and telephone.		X			
REACHING: Answer telephone; strap material onto a hand truck; general warehouse work.				X	
CARRYING: Boxes, property onto a hand truck.				X	
CLIMBING: Stairs; step ladder; ladder.		X			
BENDING AT WAIST: Pack-out resident rooms.					X
KNEELING: Pack-out resident rooms; disconnect computers.		X			
PUSHING OR PULLING: Hand truck; delivery cart.					X
HANDLING: Resident and State property.					X
DRIVING: Deliver/move property from point to point.			X		
OPERATING EQUIPMENT: Forklift and truck			X		
WORKING INDOORS: Intra-building transfers					X
WORKING OUTDOORS: Building to building transfers; special events.		X			
WORKING IN CONFINED SPACE: Resident rooms and offices, storage areas, supply rooms.					X

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office).

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____