

DUTY STATEMENT

DATE APPOINTED	PROGRAM WAREHOUSE	UNIT WAREHOUSE	☒ CURRENT ☐ PROPOSED		
DATE LAST REVIEWED					
CIVIL SERVICE CLASSIFICATION STOCK CLERK		WORKING TITLE STOCK CLERK	POSITION NUMBER (Agency – Unit – Class – Serial) 574-231-1509-003		
WORK LOCATION VHC - BARSTOW	WORK SCHEDULE (Days & Hours) MONDAY-FRIDAY 8:00am – 4:30pm		TENURE PERMANENT		TIME BASE FULL-TIME
INCUMBENT (If Known)			COI (Yes or No) No	WWG 2	CBID R04
Under the direction of the Hospital General Services Administrator I, the Stock Clerk will receive, label, store, issue, and process paperwork for the inventory in the General Supply Warehouse. Primary function will be the handling of incoming and outgoing freight and partials with boxes delivered via common carrier. The Stock Clerk has responsibility for the warehouse delivery functions within the Veterans Home of California- Barstow (VHC-B). The incumbent plans organize and directs the movement of supplies within the facility. He/she is responsible for all items received by the VHC- B and makes sure that all of the stocked items are inventoried.					
% of time performing duties	ESSENTIAL FUNCTIONS				
40%	Issue supplies and process necessary paperwork as directed by senior warehouse staff. Deliver supplies, keep stock control records, receive incoming freight, and check orders to determine damage and quantity amounts. Count, label and stock inventory items. Keep records on stock cards and on a personal computer. Complete necessary filing. Do receiving on orders for various supplies. Set up delivery times and prepare receiving records for payment. Assist the supervisor with purchase estimates and purchase orders. Keep running balances on materials and supplies.				
25%	Prepare special reports for management. Input documents, warehouse inventory, and various related information on the computer. Handle “resident issues” in a timely manner. Assist with the warehouse inventory. Assist departmental staff in obtaining supplies best suited to their needs. Process all necessary paperwork.				
10%	Provide assistance to staff and administration. This includes answering questions on quantity of items stocked. Maintain the automated record of warehouse accounting and update the records daily or as movement occurs for all stock items				
10%	Make local trips for purchasing supplies. Maintain records and complete necessary paperwork. Maintain the warehouse in good working condition.				
10%	Perform general warehouse housekeeping. Maintain forklift certification. Provide follow-up on problems and shipment discrepancies. Schedule all outgoing freight items, and follow-up on orders not received in a timely manner. The Stock Clerk is responsible for maintaining a safe work environment, which includes safety training, safety inspections and accident prevention.				

NON-ESSENTIAL FUNCTIONS	
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. <i>Some travel may be required (i.e., travel to off-site conferences, meetings or training).</i>	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					X
WALKING: Within the department to various units.					X
SITTING: Workstation; meetings; training.			X		
STANDING: Copy documents; review records.			X		
BALANCING:			X		
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					X
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:				X	
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents.				X	
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.				X	
KNEELING: Access low file drawers.				X	

PUSHING OR PULLING: Open and close file drawers.				X	
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events			X		
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.				X	
WORKING INDOORS: Enclosed office environment.				X	
WORKING OUTDOORS: Special events.				X	
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	EMPLOYEE SIGNATURE	DATE
SUPERVISOR STATEMENT: <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR NAME (Print)	SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES NAME (Print)	HUMAN RESOURCES SIGNATURE	DATE