DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	Position Control Approval: cm	Date: 7/17/2025

Employee Name	**Division** Executive Services		
Position No / Agency-Unit-Class-Serial 455-561-1509-XXX	**Unit** Department of Police Services		
Class Title Stock Clerk	**Location** Atascadero State Hospital		
Subject to Conflict of Interest ☐Yes ☒No	**CBID** R04	**Work Week Group** R04	**Class Ranges**

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES
Receives, inventories, records and controls evidence. Perform journey person work in the receiving, storing, issuing, and shipping of supplies.

50%	**Responsible for preventing the entry of contraband into the facility in order to maintain a safe and secure environment for employees and patients by receiving, sorting and inventorying items arriving with newly admitted patients.** Assisting the Property Officers in processing in-coming packages, ensure that items are stored and routed to the appropriate areas. Ensure that patients' property is processed in a timely manner. Inspect area of responsibility for safety and security problems. Promptly report any injuries to supervisor. Remain alert and observant to unusual conditions or activities and request additional assistance as needed. Establishes and maintains effective working relationships with co-workers, other law enforcement agencies and the public.
30%	**Responsible for handling, inventorying and storing evidence and property connected with criminal activities**. Securing and storage of evidence to ensure the chain of evidence is preserved when evidence is received or is removed from the evidence room; maintains proper storage and placement of items within the evidence locker. The collection of evidence from their temporary holding lockers and the proper placement of these items in the evidence locker; assists with the preparation of items to be disposed of. Maintains accurate records, maintains confidentiality, operates standard office machines and follows written and oral instructions. Responds to numerous, simultaneous inquiries and requests.
15%	**Maintains the necessary paperwork, inventory records and ensure that the paperwork is sent to the appropriate areas.** Communicate with the various disciplines in a professional and courteous manner; assist with patient containment and interact with both patients and staff in the area. Attends the required meetings and mandatory training course; reviews and keeps up-dated on administrative directives, departmental procedures and legislative changes; complete necessary reports before going off-duty.

10%	Utilize established methods for addressing safety and security issues; comply with hospital policies on discrimination and sexual harassment. Qualified and certified bilingual interpreters will utilize their skills during the performance of their duties.
Other Information	**Supervision Received:** Division Lieutenant and Chief of Police Services **Supervision Exercised:** N/A **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. **REQUIRED COMPETENCIES** ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever 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 for controlling the spread of pathogens appropriate to job class and assignment. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards. CPR Maintain current certification as indicated by local facility. THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI). DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION
Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY
Demonstrate 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.

SITE SPECIFIC COMPETENCIES

- May pack and ship outgoing merchandise and unpack and verify incoming merchandise
- Read and understand work-related materials and other written information
- Document and recorded information
- A working knowledge of assigned area
- Follow State, hospital and department rules and regulations
- Ability to communicate with all disciplines
- Ability to prioritize tasks
- Ability to lift heavy packages and property

TECHNICAL COMPETENCIES

- Handle and move objects
- Get information needed to do the job
- Process information
- Perform activities that use the whole body
- Identify objects, actions and events
- Knowledge of computer application for the assigned area
- Application of packing and unpacking methods specific to the job
- Ability to take physical inventories and maintains simple inventory records
- Preserve, promote and improve the safety and security of the facility

LICENSE OR CERTIFICATION
N/A

TRAINING CATEGORY - 3
The employee is required to keep current with the completion of all required training.

PHYSICAL DEMANDS – See attached

WORKING CONDITIONS:

	Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. 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.
	I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ _____ Employee Signature Date
	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ _____ Supervisor's Signature Date _____ _____ Reviewing Supervisor's Signature Date

Physical Requirements of Position

Stock Clerk (1509) DPS

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public		X				
With inmates, patients, or clients	X					
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.				X		
11 - 25 lbs.			X			
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing			X			
Walking				X		
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)				X		
Bending (waist)		X				
Twisting (neck)				X		
Twisting (waist)		X				
Reaching (above shoulder)			X			
Reaching (below shoulder)				X		
Pushing & Pulling		X				
Power Grasping		X				
Handling (holding, light grasping)				X		
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)			X			
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise		X				
Exposure to extreme temp.		X				
Exposure to dust, gas, fumes, or chemicals		X				
Working at heights	X					