

Class Code: E04
City of Anaheim
Class Specification

Classification:
SUPPLY CLERK/DRIVER

DEFINITION:

Under moderate supervision, to receive, inspect, store, issue and deliver materials and supplies for a City department; to drive to suppliers to pick up items requested; and to maintain a small department storeroom operation.

EXAMPLES OF DUTIES - Depending upon area of assignment, responsibilities and duties may include, but are not limited to the following:

Receives, inspects and accepts material and equipment being delivered to City departments' processing receivers for payment;

Drives a City vehicle in the pick up and distribution of supplies and materials.

Inventories supplies and materials.

Accepts, sorts and distributes mail.

Accepts and transmits facility and equipment requests for repair.

Maintains department storeroom of forms, general supplies, medical supplies, equipment and uniforms.

Maintain fuel expenditure and mileage records.

Accepts, records and transports cash.

Prepares requisitions to replenish stock and for items requested by departmental staff, checking catalogues for sources of supply and approximate costs.

Contacts suppliers by telephone and in person to locate items requested.

May participate in the set-up and tear down of booths, tables and chairs for special events.

Maintains logs, files and other routine records.

Operates simple office equipment, such as a typewriter, CRT, computer terminal, and calculator.

May provide direction to storeroom employees in the absence of the direct supervisor.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing routine clerical or supply clerk duties.

Knowledge of: Basic English usage; basic math; basic record keeping methods; appropriate safety precautions and procedures.

Ability to: Maintain basic records; operate a calculator; operate a typewriter keyboard and/or computer terminal; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective relationships with those contacted in the course of work.

NOTE: Positions in this class are differentiated from positions in the class of Storekeeper by the more limited scope of items maintained at stores, by the substantial delivery activities and by the simplicity of clerical work.

Possession of or the ability to obtain an appropriate valid California Driver's License by date of appointment.

Positions in this class require frequent lifting, pulling, pushing and carrying of items weighing up to 50 pounds and occasional lifting of heavier items.

Supervision Received: Works under technical supervision. Work in progress and completed work is reviewed periodically.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Storekeeper.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit of Representation - AMEA Clerical
Revised 11/86 - W Jerz
Revised 5/23/90 - V Kilmurray
Revised 7/91 - V. Kilmurray
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