

### **PRINCIPAL STORES CLERK**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in overseeing staff engaged in the receipt, storage, issuance, delivery and inventory control of materials, supplies and equipment; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Oversees warehousing and procurement of supplies, parts and inventory controls of materials and equipment; oversees subordinates in the receipt, storage, issuance, delivery of materials, parts and supplies; assigns and reviews work upon completion; conducts performance appraisals; maintains an automated inventory/accounting system; tracks records of debit and credit entries; checks financial record system account statements; prepares required reports and memorandum budget transfers; initiates orders and prepares required documents; initiates bidding process in accordance with procurement regulations.

Inspects shipments to ensure no damage to equipment, material and supplies delivered and quantity against invoices or freight bills; posts all receiving reports, orders, payments and expense and mileage reports into computer; checks financial statement reports and cross references for balance of account; maintains all financial records; responds to telephone calls; inspects and signs delivery tickets; assists with restocking warehouse shelves; maintains inventory control for stock levels; picks up supplies from vendors and delivers parts and supplies.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

- Knowledge of Navajo Nation Procurement processes and procedures.
- Knowledge of bidding requirements.
- Knowledge of basic mathematical calculations.
- Knowledge of general office practices and procedures.
- Knowledge of supervisory methods and practices.
- Knowledge of computer accounting hardware, software and peripherals.
- Knowledge of sources of supply, market and price trends for materials, supplies and equipment.
- Knowledge of customer service and public relations practices.
- Knowledge of inventory and warehouse methods and procedures.
- Skill in prioritizing, scheduling, assigning, reviewing and evaluating work.
- Skill in maintaining accurate files and records.
- Skill in accurately and timely processing purchase requisitions for bidding and advertising.
- Skill in accurately maintaining, tracking and receipting inventory, debits and credits.
- Skill in analyzing, evaluating and interpreting specifications, contracts, and bids.
- Skill in utilizing public relations techniques when responding to requests, inquiries and complaints.
- Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires attention to detail in a warehouse environment with occasional lifting and stocking of inventory weighing up to 50 pounds.

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**MINIMUM QUALIFICATIONS:**

- A high school diploma or GED; and four (4) years of responsible purchasing and accounting experience;

**PREFERRED QUALIFICATIONS:**

- Three (3) years of sales, purchasing or related experience.
- College courses in Business, Accounting or related field.
- Proficient in Microsoft Office Software and other computer applications.

**SPECIAL REQUIREMENTS:**

- A favorable background investigation.
- Possess a valid state driver's license.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, Forklift Certificate, First Aid certificate within 90 days of date of hire. Some position may require additional certification.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.