

SENIOR STORES CLERK

DEFINITION: Under general supervision, performs work of moderate difficulty 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:

Conducts and maintains inventory of supplies, equipment, tools, and vehicles; receives, checks and issues supplies, equipment, and materials; inspects all shipments to ensure no damage to equipment, materials and supplies delivered and quantity received against invoices or freight bills; stores stock in accordance with established storing system; orders, picks up and delivers parts and supplies; receives reports for upcoming projects to ensure timely ordering and delivery of supplies.

Restocks shelves; fills out supply requisitions; prepares stock for distribution to requesting department; loads truck for delivery of materials, supplies, and equipment; takes or makes arrangements for service or repair of vehicles/equipment; assists with physical inventory; maintains computerized database of inventory, supplies, debits and credits; assists in processing receiving reports and documents for payment to vendors; maintains storeroom/warehouse in orderly and clean condition; may operate forklift or other equipment; prepares required reports; answers telephone inquiries.

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 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 handling multiple requests and projects.

Skill in maintaining accurate files and records.

Skill in accurately maintaining, tracking and receipting inventory, debits and credits.

Skill in safely inspecting and receiving materials, supplies and equipment.

Skill in safely preparing and loading materials and equipment for distribution.

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 continuous lifting and stocking of inventory weighing up to 50 pounds and utilizing forklifts and other warehousing equipment. May be exposed to hazardous chemicals and fumes.

MINIMUM QUALIFICATIONS:

- A high school diploma/GED; and two (2) years of responsible purchasing, warehousing and inventory experience; or an equivalent combination of education and experience.

THE NAVAJO NATION

Class Code: 4006
General Services and Maintenance Series
Procurement Group
Overtime Code: Non-Exempt
Pay Grade: 57

SENIOR STORES CLERK

Special Requirements:

- Possess a valid state driver's license.

PREFERRED QUALIFICATIONS:

- Two (2) years of experience overseeing purchasing, inventory and warehousing activities.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Some positions may require additional certifications.

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.