

STORES CLERK

DEFINITION: Under immediate supervision, performs clerical and inventory work of routine difficulty in the receipt, storage and distribution of warehouse 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:

Restocks goods and supplies; fills supply order requests; prepares orders for delivery and loads delivery vehicles; enters inventory, incoming orders, deliveries and sales into computer; utilizes forklift and pallet jack to receive/unload supplies; inspects all goods, equipment, supplies and materials for damage; provides price quotes to agencies and departments.

Conducts physical inventory; distributes requisitions, reports and related documents to appropriate department; shrink wraps slow moving items to pallet for storage; unloads freight trucks; maintains building and grounds; prepares required reports; assists with monthly revenues, accounting bookkeeping; assists with filing, data entry, answering telephones and routing calls to appropriate person; operates cash register and check card machines.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of receiving and stocking supplies.
- Knowledge of preparing supplies for distribution.
- Knowledge of Navajo Nation agency and department locations.
- Knowledge of general office and clerical practices and procedures.
- Knowledge of basic mathematical processes.
- Knowledge of operation and maintenance of forklift and warehouse equipment.
- Skill in safely operating forklifts to load, unload or store goods and materials.
- Skill in accurately entering data into a computerized database.
- Skill in maintaining files and records.
- Skill in safely delivering goods, materials and equipment to departments and agencies.
- Skill in following verbal and written directions.
- 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. Delivery may involve hazardous road conditions.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and one (1) year of sales, warehousing or inventory experience.

PREFERRED QUALIFICATIONS:

- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

THE NAVAJO NATION

Class Code: 4007
General Services and Maintenance Series
Procurement Group
Overtime Code: Non-Exempt
Pay Grade: 55

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Incumbent must obtain a Navajo Nation Vehicle Operator's permit within 90 days of date of hire.

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.