

**City of New York**  
**DEPARTMENT OF CORRECTION**  
**Job Posting Notice**

<b>Civil Service Title:</b> Stock Worker	<b>Level:</b> I
<b>Title Code No:</b> 12200	<b>Salary:</b> \$29,497/ \$33,332-\$44,462 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Stock Worker	<b>Work Location:</b> Rikers Island, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Central Warehouse Operations	<b>Number of Positions:</b> 3
<b>Job ID:</b> 194906	<b>Hours/Shift:</b> Day Tour
<b>Job Description</b>  The New York City Department of Correction seeks to recruit Stock Workers for the Central Warehouse Operations Division. Under general supervision, the candidates recruited will be responsible for handling the receipt, storage, care and distribution of materials, supplies, equipment, and tools. The incumbents will also distribute and collect requisitions for supplies; count, pack, unpack, weigh, measure, load and unload materials, supplies and equipment; lift and carry supplies as required; maintain storeroom and equipment in a sanitary condition; check materials received against invoices and note discrepancies; check orders before shipping or distributing; pick supplies from shelves to fill requisitions; maintain detailed inventory records and perform related duties as requested.	
<b>Minimum Qualification Requirements</b>  There is no formal education or experience requirements for this position, candidates must be able to perform the physical tasks of the job.	
<b>Preferred Skills</b>  Two years of full-time satisfactory work experience performing storekeeping activities. Must be able to perform the physical tasks of the job (i.e. lifting and carrying supplies).	
<b>Residency Requirement</b>  New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.	
<b>To Apply</b>  For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for Job ID#194906.  For all other applicants: Go to <a href="http://www.nyc.gov/careers">www.nyc.gov/careers</a> and search for Job ID# 194906.  Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.	
<b>Posting Date:</b> 05/21/2015	<b>Post Until:</b> 06/12/2015

The New York City Department of Correction and The City of New York are Equal Opportunity Employers