

ALL CITY AGENCIES [999]

STOCK WORKER (NY HELPS PROGRAM)

Duties and Responsibilities

This class of positions encompasses work of varying degrees of difficulty and responsibility in handling the receipt, storage, care and distribution of materials, supplies, equipment, and tools. There are two Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under direct supervision, receives, stores, distributes and cares for materials, supplies and equipment; may store tools.

Packs, unpacks, counts, weighs and measures materials, supplies and equipment. Loads and unloads at the storehouse and at the point of pick-up, delivery, or distribution. For this purpose, may travel to point of pick-up, delivery or distribution. Also operates elevator and other necessary equipment to perform loading and unloading.

Checks materials received against invoices and notes breakage and discrepancies in quantity. Picks supplies from shelves to fill requisitions, lifting and carrying supplies when necessary.

Operates electric transports and lift trucks.

Keeps storage facilities and materials clean and orderly. Cares for stock.

Keeps records and assists in preparing inventories.

Assignment Level II

Under supervision, is responsible for a section of a storehouse, storage yard, or equivalent storage unit. Is responsible for performing all of the duties described in Assignment Level I.

In addition, reviews the work of Assignment Level I employees, verifying, counting and checking orders before shipping or distributing. Maintains, or assists in the maintenance of, perpetual inventories and detailed inventory records.

ALL CITY AGENCIES [999]

STOCK WORKER (NY HELPS Program) (continued)

Assignment Level II (continued)

Prepares reports.

May perform the duties of the supervisor in his/her temporary absence.

Qualification Requirements

There are no formal education or experience requirements for this position.

Must be able to perform the physical tasks of the job.

Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Stock Worker (12200)” as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.