



## Job Description

---

<b>TITLE:</b>	<b>Warehouse Clerk</b>	<b>JOB CODE:</b>	4261
<b>DEPARTMENT:</b>	Central Purchasing	<b>FLSA:</b>	Non-Exempt
<b>PREPARED:</b>	November 2005	<b>UPDATED:</b>	August 31, 2020

---

**Summary:** Under general supervision, pulls materials and supplies from the warehouse inventory and delivers to departments; picks up equipment, goods and supplies from local vendors and delivers them to departments; stocks inventory supplies and keeps computer records of inventory levels, prices and dates; maintains warehouse, yard, floors, shelves, vehicles and other areas clean and orderly.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Pulls and delivers warehouse stocked items from inventory and delivers to departments; completes inventory forms to confirm delivery.
- Picks up supplies and merchandise, along with their invoices, from vendors; delivers supplies and merchandise to various departments.
- Unloads and loads all incoming and outgoing stock, merchandise and materials by hand or with forklift as required.
- Receives and stocks incoming supplies in the warehouse; counts and verifies receipts; enters receipts into the computer; stocks materials in designated locations; rotates stock as required.
- Distributes usage reports to departments on a monthly basis.
- Maintain accurate Material Safety Data Sheet records on all chemicals coming in and out of warehouse inventory; distributes them to departments as supplies are delivered.
- Assists with answering incoming telephone calls and helps the general public, County personnel and vendors with questions or problems.
- Types purchase requests for inventory stocked in the warehouse as required.
- Assists with annual warehouse inventory.
- Keeps working area neat, clean and organized; maintains warehouse floors, shelves, storage yard, vehicles and other areas in a clean and organized manner.
- Operates vehicles for delivery and pickup of items in compliance with the law; performs routine maintenance on purchasing vehicles; replaces oil and fuels as necessary.
- Assists Warehouse Manager with quotations and purchasing as requested.
- Assists with annual county auctions; helps inventory items, sets up loads and performs related duties.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of County purchasing policies, procedures and regulations.
- Knowledge of requirements for Material Safety Data Sheets.
- Knowledge of warehousing and inventory procedures, methods and practices.

## Job Description

### Warehouse Clerk

- Knowledge of County policies and procedures.
- Skill in the safe use of a forklift and hand and power tools.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in researching, compiling and preparing reports and related information.
- Skill in following oral and written instructions and procedures.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.

### Education and Experience

- High School diploma or GED equivalent and one (1) year of experience in warehouse and purchasing operations.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in both office and warehouse environments; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May occasionally be required to lift up to approximately 50 pounds and team lift or move up to approximately 100 pounds. Bending, reaching, kneeling and lifting of stocked inventory must be performed routinely.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

### Equipment and Tools Utilized:

- Computerized and conventional office equipment, County motor vehicles, forklifts, hand trucks, carts, pallet jack, and dollies.

### Approvals:

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____