



Classification: Clerk II - Budget and Procurement Division

Title Code: V00002

Pay Range: 8

POSITION SUMMARY:

This is standardized manual and clerical work in receiving, handling, recording, storing, and shipping of the Patrol's warehouse merchandise to and from all Patrol locations across the state. The employee in this position works under general supervision and is expected to adhere to established rules, policies, and procedures.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Operates supply inventory system to receive, inventory, and issue supplies from the warehouse received via electronic requisition.

Assembles, packs, and transports stored merchandise; delivers supplies locally and statewide by state vehicle.

Operates forklift, pallet jack, etc., in the moving of supplies and equipment.

Operates computerized engraving systems.

Assists with walk-in traffic and answers telephone inquiries and maintains clerical records.

Places goods into inventory; assists in maintaining on-line inventory storage levels and in taking physical inventory of maintained stock as required.

Assists with the disposal of state-owned property by transporting it to State Surplus.

Operates basic office equipment (e.g., computer terminal and keyboard, on-line inventory management software, telephone, copy machine, etc.).

Performs basic cleaning duties of the warehouse (e.g., straightens boxes, picks up trash, etc.).

Drives Patrol vehicle to pick up and deliver parcels, boxes, etc., to and from all Patrol locations within the state.

Operates high volume copiers, collators, folders, and other printing equipment in the Patrol printing facility as needed.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of storeroom methods and procedures.

Working knowledge of storeroom inventory methods and procedures.

Ability to understand and follow oral and written instructions.

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Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to operate a motor vehicle within the State of Missouri guidelines.

Ability to operate and maintain on-line inventory management software.

Ability to operate a forklift to include a manual and/or electric pallet jack and other moving equipment.

Ability to operate basic office equipment as listed in the description of duties.

Ability to exercise judgment and discretion.

Ability to work independently with general supervision.

Ability to obtain and maintain a Class B Commercial Driver's License (CDL), with an air break endorsement.

Ability to operate equipment requiring a Class B Commercial Driver's License (CDL), with an air break endorsement.

Must be able to work long hours while standing.

Ability to work outdoors, operate a vehicle, and transport assigned materials/equipment in inclement weather.

Possess physical strength to permit the lifting, moving, and/or carrying of heavy objects in excess of 75 pounds.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to work with materials that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from high school or possess a GED and at least one year of experience as a Clerk I or possess comparable experience with on-line inventory management systems or delivery/storekeeping procedures.

NECESSARY SPECIAL REQUIREMENTS:

May be required to possess or obtain a Class B Commercial Driver's License (CDL) with an air brake endorsement within a six-month probationary period and maintain throughout employment.

Possess a valid drivers' license.

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FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.