

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 09/06/19

Closing Date: 09/16/19

TITLE: Clerk Driver/Stock Handler

SALARY: \$28,000

Hours: 40 35 ___

DEPARTMENT: Human Services

Union Mgmt ___

LOCATION: Northfield

NJCSC Test Required: Yes ___ No

Grant Funded: Yes ___ No

CLERK DRIVER

DEFINITION

Under direction drives and services a motorized vehicle for transporting materials and supplies, and performs routine clerical work; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS:

LICENSE:

Appointees must possess a driver's license valid in New Jersey.

NOTE: The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

EXAMPLES OF WORK:

Drives and services motorized vehicles for transporting materials and supplies.

Load and unloads supplies.

Contacts depots to arrange for pickups.

Maintains an inventory of supplies stored at various locations.

Maintains a record of the disposition of supply vouchers.

Makes notations, additions, or deletions on supply vouchers.

Cleans, greases, and makes minor repairs to vehicles.

Makes arrangements for the delivery and storage of supplies.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

KNOWLEDGE AND ABILITIES:

Ability to understand and apply office methods, practices, and equipment after a period of training.

Ability to understand and apply methods/procedures used in the care, maintenance, and competent/safe/efficient operation of vehicles including cleaning, lubrication, servicing of batteries, and care of tires after a period of training.

Ability to understand and apply procedures involved in loading, unloading, and delivering different kinds of freight after a period of training.

Ability to analyze problems involving the operation of vehicles.

Ability to understand, remember, and carry out oral and written directions.

Ability to learn from explanations and demonstrations.

Ability to drive vehicles in a skilled/safe manner.

Ability to check, clean, service, and make minor and emergency repairs to vehicles.

Ability to keep records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

STOCK HANDLER

DEFINITION

Under direction, does varied manual and related tasks involved in receiving, storing, safeguarding, and issuing various types of equipment, materials, and supplies; does other related duties as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

EXAMPLES OF WORK:

Reads requisitions or receives verbal instructions as to items to be moved, gathered, or distributed.

Conveys materials and items from receiving or storage area to other designated areas by hand, hand truck, or electric hand truck.

Sorts and places materials or items in proper racks, shelves, or bins.

Fills requisitions for materials, tools, or other stock items and issues same to authorized persons.

Assembles materials from stock and places on pallet or other device for conveyance to point of distribution.

Unloads supplies, materials, and equipment when received.

Weighs or counts items for distribution.

May mark materials with identifying information.

May take or assist other personnel in taking annual or other physical inventories.

May occasionally perform clerical work involved in keeping records.

Calls attention from time to time to the need for additional supplies, materials, and equipment.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

KNOWLEDGE AND ABILITIES:

Ability to understand, remember, and carry out oral and written directions.

Ability to learn from demonstrations and oral explanations.

Ability to follow orderly habits of work.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>

Alternatively, applications may be mailed to the

Atlantic County Division of Human Resources

1333 Atlantic Avenue, Atlantic City, NJ 08401

- We are an Equal Opportunity Employer -