

FINAL

Job Title	STOCK AND RECEIVING CLERK
Closing Date/Time	Monday, May 3, 2021
Salary	\$1,315.20–\$1,779.12 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Applications are available online beginning Friday, April 16, 2021 through 4:30 pm, Monday, May 3, 2021.

Effective October 1, 2020 through September 30, 2021, current salary ranges may be impacted by the City-wide furlough.

EXAMPLES OF DUTIES:

Under general supervision, performs manual and clerical duties in receiving, storing and issuing supplies and equipment; checks receipt of goods against purchase orders and verifies consignments with shipping papers; stores, issues and delivers supplies and equipment, which may include use of scanners; posts receipts and issuances to records; prices and files requisitions; types purchasing requisitions, receiving tickets, warehouse invoices, etc.; performs routine maintenance and custodial duties in stores area; may contact vendors to expedite orders, place verbal orders for contract materials and make arrangements for delivery; may deliver mail, supplies and equipment to other facilities; may operate a city vehicle; may operate a forklift; may operate high pressure equipment to fill air and oxygen cylinders; performs inventory count process, which may include use of inventory scanners; and performs other related duties as required.

REQUIREMENTS TO FILE:

One year of full-time equivalent paid experience in ordering, receiving, storing, issuing and accounting for a wide variety of materials, tools and equipment.

KNOWLEDGE, SKILLS, AND ABILITIES

Candidates must possess all of the following:

- Knowledge of inventory processes.
- Ability to communicate both verbally and in writing;
- Ability to comprehend and interpret complex written information;
- Ability to operate computers, including the use of the Internet, spreadsheets, databases, word processing, and inventory software;
- Ability to lift or maneuver heavy objects up to 50 pounds alone, and up to 100 pounds, typically with assistance;

Willingness to work overtime, weekend and/or holiday hours.

Positions in the Water, Energy, and Fire departments require candidates to obtain forklift certification, prior to the completion of the probationary period.

A valid driver's license must be submitted to the hiring department at the time of the selection.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....	Qualifying
Written Exam.....	100%

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A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on an analysis of test results. The resulting eligible list will remain in effect for at least one year. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

If you have not received notification of the status of your application within two weeks of filing your application, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer.