

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO  
JOB DESCRIPTION**

9-01-98

**STORES CLERK III**

**FLSA: NON-EXEMPT**

**Job Code: 6448**

**SUMMARY**

This position provides the clerical and technical skills to maintain proper inventory levels and stock records in a stores unit. Responsibilities include purchasing or requisitioning parts, equipment, materials, and supplies, computing unit costs, and supervising the routine phases of warehouse work.

**DUTIES**

Performs a combination, but not necessarily all, of the following duties:

- Maintains a record of the amount, kind and value of items on hand.
- Supervises packing, shipping and receiving operations.
- Records distribution of stock items.
- Maintains control records showing stock on hand; stock on order and stock used during previous periods.
- Reviews stock records and recommends or initiates ordering of supplies to maintain adequate stock levels.
- Plans and supervises the arrangement and rotation of stock for convenience of handling and prevention of deterioration and spoilage.
- Assists or supervises the ordering of special items.
- Assists with the receiving, storing and issuing of merchandise.
- Assists in performing inventory of supplies stored in the store's receiving unit, reviewing specifications and prices of items to determine the best type for use, and preparing special and other reports, as necessary.
- Performs other duties as assigned.

**SUPERVISION**

**Received:**

Work is performed under general supervision through reports, accounting controls and inspection.

**Given:**

Provides general supervision over assigned clerks and other assistants, with specific instructions to new employees.

**EDUCATION/EXPERIENCE**

High school diploma or GED, with three years experience in receiving, storing, issuing and accounting for property in a stores unit. Must have valid Texas driver's license.

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### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to exercise extreme accuracy in the maintenance of shipping and receiving records. Must have the ability to perform physical labor in moving stocks and maintaining work area in a clean and orderly condition, and the knowledge of sources of supply related to the specific department. Possess a good driving record, as the driving record of selected candidates will be checked.

### **EQUIPMENT**

Ability to use standard office machines, such as typewriter and adding machine.

### **WORKING CONDITIONS**

Work is performed in office and warehouse environments, with some exposure to outdoor weather elements.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

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### **IMPORTANT:**

Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Assistant Vice President for Human Resources.

In accordance with The University of Texas Health Science Center at San Antonio policy (*HOP-Section4.4.1*), job candidates for all Health Science Center positions must undergo a criminal background check before a job offer is made and before the candidate can begin to work.

Information resources including data, information, technology, and software are University resources and must be protected and used in conformance with all applicable laws and policies in accordance with 1TAC 201.13(b) Information Security Standards.