



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **STOCK CLERK**
(Provisional* Appointment)

SALARY: \$34,157– \$43,270 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is a generic stock clerk title used by the various jurisdictions serviced by Monroe County. The title describes stocking activities of receiving, storing, processing, and disbursing. The Stock Clerk performs duties such as receiving and storing stock, issuing stock, record-keeping for inventory control. Some employees of this class are assigned to the central storehouse for entire jurisdictions while others are assigned to the stockrooms of particular departments. Work is performed under direct supervision of a high-ranking stores personnel or administrator. A Stock Clerk differs from Supervising Stock Clerk by virtue of the Supervising Stock Clerk's greater responsibility in warehousing operation, supervision activities, and direct purchasing of stock items. Some Stock Clerks may be required to operate mechanical storehouse equipment and move weights of several hundred pounds. The incumbent may be exposed to inclement weather conditions. Does related work as required.

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Completion of the eighth grade and six (6) years full-time experience or its part-time equivalent experience in warehousing or stores functions such as receiving, storing and issuing stock, and maintenance of inventory records; OR,
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years full-time experience or its part-time equivalent experience as described in (A); OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Educational training beyond high school may be substituted on a year-for-year basis.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

SPECIAL REQUIREMENTS (continued):

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
ATTENTION: PERSONNEL
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: December 1, 2023

Posting Deadline: Until Filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.