

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Stores Clerk III  
Code: 6448  
Salary Grade: 52  
FLSA Status: Non-Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: To perform advanced clerical and manual duties relating to the receipt, storage and issuance of equipment, supplies and materials.
- Scope: Responsible for receiving and checking incoming supplies and equipment, for the preparation of outgoing shipments and for the proper storage and issuance of stock items.

## *Duties*

- Typical:
  1. Prepares receiving reports for incoming shipments.
  2. Unpacks, identifies, weighs and checks goods for conformity with original order and delivers to departments. Inspects goods for damages.
  3. Maintains layout and arrangement of materials on shelves in stockroom. Keeps records on stockroom supplies. Monitors stockroom inventory and notifies superior of supply levels.
  4. Prepares outgoing shipments by crating or packing, weighing, labeling and arranging for delivery.
  5. Trains new employees in receiving procedures.
  6. Performs other duties as assigned.
- Periodic:
  1. Assists in preparing consolidated reports of receiving activities.

## *Education*

<b>Required</b>	<b>Preferred</b>
High school diploma or GED.	College level courses in business management.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
Three or more years of experience in receiving, storing, issuing and accounting for property.	Similar experience in a college or university setting.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer, adding machine, typewriter and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Considerable amount of time spent lifting, stooping, bending and standing. Must be able to lift 50 pounds with or without accommodation.	Some exposure to weather and physical hazards.

***Supervision***

<b>Received</b>	<b>Given</b>
General with review of accuracy of reports and effectiveness.	May oversee assigned personnel.

***Accuracy***

Proficiency in all phases of the duties performed. Accuracy in maintenance of inventory, shipping and receiving records.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.

