



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0625

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**STORES CLERK**

GRADE C

**SCOPE OF WORK:**

Performs manual and routine clerical work in the receipt, storage, shipping, and care of office supplies, equipment, foodstuffs, medical supplies, or other items in an institution of department supply function.

**DUTIES PERFORMED:**

- Receives, unpacks and stores goods or supplies in proper storage places' check for damages or spoilage.
- Issues supplies from storeroom on approval; requisitions for institutional or departmental use; delivers supplies as required.
- Assembles, packs, and transports or arranges for transporting stored goods or materials; loads and unloads supplies as required.
- Takes or assists in taking physical inventory of stores as required.
- Completes receiving and shipping records.
- Operates materials handling, equipment such as hand trucks, dollies, and scales.
- May operate computer to maintain inventory and other records.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a high school diploma or GED.

Eff. Date: 10/74

Rev: 10/93 - Factored, new format

Rev: 9/96 - Rewritten in current format

Rev: 7/12 – Conversion to Hay System