

University of Houston – Clear Lake

Position Description

Job Title: **Central Stores Clerk**

Job Code: **5716**

Pay Grade: **040**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

REQUIRED

PREFERRED

Education	High school diploma or GED.	
Experience	Six months clerk experience.	One year clerk experience.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Order, stock and sell stores supplies. Complete and distribute all associated forms. Assist Receiving and Mailroom as required. Assist supervisor as required.

Duties and responsibilities

% Time

Prepare and deliver orders to departments.	45
Keep inventory at acceptable levels.	20
Receive, verify, tag and shelve all incoming items.	20
Assist Mailroom, supervisor and Receiving as required.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.