

TOOL CLERK

NATURE OF WORK IN THIS CLASS:

Performs manual and clerical work involved in the operation and maintenance of a tool and equipment stockroom.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed)

Receives, stores and issues tools and equipment used in a variety of trades

Maintains inventory records of tools and equipment on stock; requisitions new replacements when needed.

Prepares reports of damage, loss, breakage, and worn out tools and equipment for immediate replacement.

Cleans, oils, and performs minor repairs on tools and equipment.

Maintains work area and applies safe work practices on the job.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Ability to maintain a stockroom of tools and equipment used in a variety of trades.

Ability to make minor repairs on tools and equipment.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

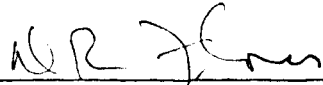
Ability to understand and follow written and oral instructions.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

No experience or training is required. The minimum knowledge, abilities, and skills listed above are required.

Established: July 1980



DAVID R. FLORES
Executive Director,
CIVIL SERVICE COMMISSION