

CAREER GUIDE FOR STOCK CLERKS

SOC Code: 43-5081.03

Pay Band(s): 1,2,3,4 and 5 ([Salary Structure](#))

Standard Occupational Description: Receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard. Keep records and compile stock reports.

Stock Clerk positions in the Commonwealth are assigned to the following Roles in the [Stores and Warehousing Operations Career Group](#):

[Stores and Warehouse Specialist I](#)

[Stores and Warehouse Specialist II](#)

[Stores and Warehouse Specialist III](#)

[Warehouse Manager I](#)

[Warehouse Manager II](#)

While Stock Clerk within the Commonwealth are all located within the Store and Warehousing Operations Career Group, individuals may want to pursue other opportunities within the Commonwealth depending upon individual training, education, knowledge, skills, abilities, and interests.

Other Career Group(s) that may be of interest are:

[Transportation Operations](#)

[Retail Operations](#)

[Building Trades](#)

[Administrative and Office Support](#)

SKILLS, KNOWLEDGE, ABILITIES AND TASKS

(Technical and Functional Expertise)

Skills

Note: *The technical and functional skills listed below are based on general occupational qualifications for Stock Clerk commonly recognized by most employers. Typically, you will not be required to have all of the skills listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.*

1. Understanding written sentences and paragraphs in work related documents.
2. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
3. Using mathematics to solve problems.
4. Communicating effectively in writing as appropriate for the needs of the audience.

Knowledge

Note: The technical and functional knowledge statements listed below are based on general occupational qualifications for Stock Clerk commonly recognized by most employers. Typically, you will not be required to have all of the knowledge listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.

The **Knowledge** of:

1. Administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
2. Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
3. Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Abilities

Note: The technical and functional abilities listed below are based on general occupational qualifications for Stock Clerk commonly recognized by most employers. Typically, you will not be required to have all of the abilities listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.

The **Ability** to:

1. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
2. Generate or use different sets of rules for combining or grouping things in different ways.
3. Bend, stretch, twist, or reach with your body, arms, and/or legs.
4. Read and understand information and ideas presented in writing.
5. Remember information such as words, numbers, pictures, and procedures.
6. Communicate information and ideas in writing so others will understand.
7. See details at close range (within a few feet of the observer).
8. Apply general rules to specific problems to produce answers that make sense.
9. Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
10. Exert maximum muscle force to lift, push, pull, or carry objects.

Tasks

Note: The following is a list of sample tasks typically performed by Stock Clerk. Employees in this occupation will not necessarily perform all of the tasks listed.

1. Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
2. Compile, review, and maintain data from contracts, purchase orders, requisitions, and other documents in order to assess supply needs.
3. Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
4. Examine and inspect stock items for wear or defects, reporting any damage to supervisors.
5. Keep records on the use and/or damage of stock or stock handling equipment.

6. Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
7. Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
8. Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.
9. Prepare products, supplies, equipment, or other items for use by adjusting, repairing or assembling them as necessary.
10. Issue or distribute materials, products, parts, and supplies to customers or coworkers, based on information from incoming requisitions.

INTERESTED?

Like people, occupations have traits or characteristics. These characteristics give important clues about the nature of the work and work environment, and give you an opportunity to match your own personal interests to a specific occupation. When you choose a job in an occupation that matches your own interests you have taken an important step in planning a successful and rewarding career.

The Stock Clerk occupation has **Conventional** and **Realistic** characteristics.

Conventional — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Realistic — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

LICENSURE, REGISTRATION, OR CERTIFICATION REQUIREMENTS

Generally this is not required for Stock Clerk positions in state government.

EDUCATIONAL, TRAINING, AND LEARNING OPPORTUNITIES

The Department of Labor provided the following information:

Stock clerks receive, unpack, check, store, and track merchandise or materials. They keep records of items entering or leaving the stockroom and inspect damaged or spoiled goods. They sort, organize, and mark items with identifying codes, such as price, stock, or inventory control codes, so that inventories can be located quickly and easily. They also may be required to lift cartons of various sizes.

A high school diploma is not normally required for this occupation, however it is often preferred. Acquiring a high school diploma or equivalent is recommended for those interested in career opportunities. Reading, writing, and arithmetic are required. Also some knowledge of computers is often required.

Stock Clerks usually receive most of their training on the job.

Stock Clerks need to have physical strength, due to the physical exertion required in lifting boxes and other merchandise. Constant kneeling, stooping, and standing for long periods also are part of the job.

COMMONWEALTH COMPETENCIES

Competencies are a set of identified behaviors, knowledge, skills, and abilities that directly and positively impact the success of employees and the organization. Competencies can be observed and measured. When consistently demonstrated, competencies make employees particularly effective in their work. Competencies help lay out a road map to career success. You can use the Commonwealth Competencies to help improve your individual performance by adopting behaviors that make high performing employees successful in their jobs. In this way, you can use the Commonwealth Competencies for your further professional development.

The Commonwealth Competencies are:

1. Technical and Functional Expertise
2. Understanding the Business
3. Achieving Results
4. Serving the Customer
5. Teamwork
6. Interpersonal and Communication Skills
7. Leadership and Personal Effectiveness

The above competencies may be applied to employees throughout the Commonwealth of Virginia. They can be rank-ordered by agencies and hiring managers to represent the needs of a specific job. The rank ordering will change depending upon the occupation, an organization's priorities, the actual job requirements, and the supervisor's preferences.

Career success is both about what you do (applying your technical knowledge, skills, and ability) and how you do it (the consistent behaviors you demonstrate and choose to use) while interacting and communicating with others. Hopefully, by studying the Commonwealth competencies, identifying your developmental opportunities, and working to refine your own competence, you can take charge of your career!

For additional information about the **Commonwealth Competencies** go to: http://jobs.state.va.us/cc_planningctr.htm. For the competencies, we first list the competencies and then define each. Finally, we list competency indicators; to describe what successful performance looks like.

COMMONWEALTH CAREER PATH

Career opportunities in the Commonwealth are not limited to moving “up” to the next highest role and pay band, changing positions, or to becoming a supervisor. That’s because most roles describe a broad group of occupationally related positions that perform a range of work that requires increased knowledge and skills. For that reason, Commonwealth roles describe the career paths within the same or higher-level role for the same or different Career Group. The broad salary range and the Commonwealth’s pay practices provide flexibility in recognizing career development and advancement. ([Salary Structure](#))

For example: **Stock Clerk**

PAY BAND	PRACTITIONER ROLES
1	Store & Warehouse Specialist I
2	Store & Warehouse Specialist II
3	Store & Warehouse Specialist III

PAY BAND	MANAGER ROLES
4	Warehouse Manager I
5	Warehouse Manager II

Sample Career Path

Store and Warehouse Specialist I

The Store and Warehouse Specialist I role provides career tracks for helpers or storekeeper assistants performing entry level to journey level duties in a state agency or institutional warehouse or storeroom. Employees assist others in receiving, storing and issuing materials, equipment and supplies; perform manual labor; deliver materials, equipment and supplies to designated locations.

Store and Warehouse Specialist II

The Store and Warehouse Specialist II role provides career tracks for storekeepers or warehouse specialists performing entry level to advanced level range of warehouse functions. Responsibilities include receiving, shipping, issuing, selecting, inventorying, ordering, and storing supplies, merchandise and equipment in an agency warehouse or storeroom. May serve as a lead worker.

Store and Warehouse Specialist III

The Store and Warehouse Specialist III role provides career tracks for storekeepers or warehouse specialists who perform expert level warehouse responsibilities or supervision of other store or warehouse workers. Employees serving as experts may be responsible for quality checks, reports, inventory control, resolving shipping, receiving, and distribution issues, or training others on use of specific equipment.

Warehouse Manager I

The Warehouse Manager I role provides career tracks for managers of several operations within a warehouse that receives, stocks, selects and ships items throughout the state to those managing a specific warehouse.

Warehouse Manager II

The Warehouse Manager II role provides career tracks for managers of a statewide central warehouse that range from assistant managers to manager of the central warehouse. Employees manage a large and diverse staff, multiple distribution points, high dollar merchandise, and a wide range of customers that may include all state agencies, institutions, and political subdivisions and/or the general public.

ADDITIONAL OCCUPATIONAL INFORMATION CAN BE FOUND AT:

O*NET (Occupational Information Network)

http://online.onetcenter.org/gen_search_page

Virginia Employment Commission

<http://www.alex.vec.state.va.us/>

Career One Stop

<http://www.careeronestop.org/>

Virginia Career Resource Network <http://www.vacrn.net/>