

## **AUTOMOTIVE PARTS CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important clerical work involving the acquisition, storage, disbursement and inventory of parts, supplies and equipment used in automotive repairs and hand tools and equipment used by employees involved in the repair and maintenance of highways. The work is performed under the general supervision of a Senior Automotive Mechanic or other supervisory staff. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Maintains perpetual inventory of stock on hand and prepares purchase orders for replacement; Conducts or assists in the physical inventory of parts, supplies, tools and equipment; Purchases in accordance with county procurement policy, receives, and issues automotive parts, tools, equipment, and other supplies; Checks quantity and quality of stocks received to verify conformance with order; Develops efficient stores methods, allocating stock to proper storage area; Maintains records of all parts issued, date issued, and to whom issued and what vehicle/equipment the part was used on; Performs routine data entry of inventory and related information; Prepares and maintains stock control records and reports; Maintains a current knowledge of sources of supplies for parts and materials considering price, availability and quality; Reads and comprehends parts and shop manuals; On occasion, may drive a pick-up truck to obtain parts; Conducts or assist in minor automotive repairs.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of methods and practices used in ordering, receiving, storing, maintaining and issuing supplies and equipment; Good knowledge of inventory control methods; Good knowledge of the component parts of trucks, tractors, road maintenance equipment and automobiles, good knowledge of automotive repair equipment and terminology; Working knowledge of the use of personal computers in the acquisition, inventory and disbursement of parts, supplies, tools and selected equipment; Working knowledge of business arithmetic; Ability to understand and carry out oral and written instructions; Ability to keep records and prepare written reports; Ability to perform routine data entry; Accuracy; good judgment; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

(A) Graduation from high school or possession of a high school equivalency diploma and either one year of clerical experience including at least six months experience in ordering and/or inventory work involving automotive parts or two years experience in automotive repair; OR  
(B) Two years of clerical experience including at least six months experience in ordering and/or inventory work involving automotive parts or four years experience in automotive repair; OR  
(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Adopted 3/14/83

Revised 9/23/93; 2/24/98, 4/14/04

Reviewed 5/16/18