

New York State Department of Civil Service
Division of Classification & Compensation

Classification Standard

Occ. Code 1831130

Stores Clerk 2 (Motor Equipment), Grade 9

Brief Description of Class Series

Stores Clerks 2 (Motor Equipment) order, receive, and deliver parts and supplies, and issue parts and supplies in a stores operation that supports the large-scale repair and maintenance of vehicles, heavy equipment, and machinery. Incumbents may routinely lift and/or carry heavy items and reach, bend, stand, and walk for long periods of time.

These positions are only classified at the Department of Transportation.

Distinguishing Characteristics

Stores Clerk 2 (Motor Equipment): functions independently and performs the full range of part procurement and storage activities; ensures the residencies have proper levels of inventory; may supervise a subordinate staff of clerical employees.

Illustrative Duties

Stores Clerk 2 (Motor Equipment): reporting to the Motor Equipment Storeskeeper, orders parts, tools, and supplies in accordance with contractual and open market purchasing regulations; follows the State's financial purchasing rules; assists in monitoring adherence to purchasing practices, vendor performance, contract compliance, and quality assurance of products received; monitors and maintains parts department records in the fleet anywhere program; uses computers and parts books to obtain and cross reference part numbers; uses original equipment manufacturer parts or aftermarket parts; records purchases, and issues and tracks consumption of parts, ensuring that all issues are properly charged; processes returns and warranties; receives and/or oversees the receipt and storage of parts and supplies; maintains inventory levels and generates stock orders; conducts physical inventories; develops and maintains good working relationships with vendors and follows up with vendors regarding delivery problems; assists in maintaining security and orderliness of parts storage areas; and picks up and delivers parts to regional facilities.

Minimum Qualifications

Stores Clerk 2 (Motor Equipment)

Promotion: one year of experience as an Office Assistant 1 (Stores/Mail).

Open-Competitive: two years of experience either directly involved in ordering, issuing, and stocking a wide variety of auto, truck, agricultural, industrial, military, and/or construction equipment parts in a dealership, parts distribution center, or major parts store with computerized control of the parts operation; or two years of experience as an automotive or heavy equipment mechanic, shop supervisor, or superintendent, directly repairing or overseeing a broad range of repair work on automotive or heavy equipment, and/or trucks in a facility having a minimum of 50 repairs per week.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

12/2022

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