



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### STOCK CLERKS AND ORDER FILLERS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Stock Clerks and Order Fillers-B	R5081B	25	
Stock Clerks and Order Fillers-O	R5081O	30	
Stock Clerks and Order Fillers-A	R5081A	35	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Receive, store, and issue sales floor merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders. May mark prices on merchandise and set up sales displays.

#### Nature of Work

Stock clerks receive merchandise in stores, warehouses, stockrooms, and other storage facilities; unpack it; mark items with identifying codes, such as price, stock, or inventory control codes; stock shelves; and help customers with their packages. Order fillers complete customers mail, Web, and phone orders by retrieving the ordered merchandise, computing the prices and recording the sale, and preparing it for shipment. Most jobs are physically demanding and may result in minor muscle ailments, scrapes, or other injuries. In retail establishments, evening and weekend hours are common.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Basic

- Employees in this Role carry out standardized duties regarding receiving inventory and placement of supplies and materials.

#### Recommended Education and Experience for Full Performance

High school diploma or GED.

#### Minimum Qualifications

Eighth grade education.

#### Operational

- Employees in this Role receive, unpack, and store materials, and equipment.
- Employees maintain, and distribute inventories; organize, and label items with codes for easy location of goods; inspect for damaged, spoiled or lost goods; and are responsible for

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the correct placement of materials so that they can be found easily or distributed to the appropriate personnel or department.

### **Recommended Education and Experience for Full Performance**

High school diploma or GED and six (6) months related experience in shipping and/or receiving.

### **Minimum Qualifications**

Eighth grade education.

### **Advanced**

- Employees in this Role are responsible for procurement, development and/or implementation of inventory and tracking systems for supplies and materials.
- Employees organize and monitor effective storeroom, warehouse, and distribution center operations.

### **Recommended Education and Experience for Full Performance:**

High school diploma or GED and one (1) year of related experience in shipping and/or receiving.

### **Minimum Qualifications**

Eighth grade education plus an additional one (1) year of experience in shipping and/or receiving.

### **Knowledge and Skills**

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### **Knowledge**

**Sales and Marketing** — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

### **Skills**

**Active Listening** — 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.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Speaking** — Talking to others to convey information effectively.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Service Orientation** — Actively looking for ways to help people.

**Time Management** — Managing one's own time and the time of others.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related

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documents.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 09/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*