

Job Description

Job Title: EMS Stock Clerk **Job Code:** 3089.N.EMT **Job Family:**
Pay Grade: JC.13.13 **FLSA:** Non-Exempt **EEO:** Technicians
Department/Agency: Med Act **Position Number(s):** Multiple **Recommended Position Title(s):** Stock Clerk

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Maintains central warehouse inventory levels to ensure proper levels of equipment and stock. Utilizes inventory control system to reorder, monitor expiration dates, maintain proper inventory, and rotate stock. Pulls and packages orders for delivery.
- Maintains reusable equipment through decontamination, sterilization, and repackaging. Collects and properly disposes and transports equipment for decontamination.
- Maintains back-up vehicles including mechanical inventory or units, fuel levels, and repairs. Assists with deployment of Special Operation Vehicles in response to mass casualty events.
- Ensures packing lists are correct; opens packages and records information into inventory control; stocks shelves; picks up excess stock and returns it to inventory; ensures invoices and receipts are processed; counts narcotics on back-up trucks; ensures invoices and receipts are given to Finance.
- Loads pallets and unloads trucks using a forklift.
- This position is OSHA category 1.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

High school diploma or equivalent is required.

Valid driver's license with an acceptable driving record and successful completion of the post-offer drug testing are required.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

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One year experience with infection control, hazardous materials and inventory control and EMT experience in a prehospital setting is preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Ability to lift 75 pounds is required.

Ability to obtain CPR and show proof of immunizations within first six (6) months is required.