



THE COUNTY OF STANISLAUS

COMMUNITY SERVICES AGENCY



Stanislaus County
now offers an employee
bonus worth up to
**\$10,000 or 21
additional days of
leave time!***

**See inside for details*

STOCK DELIVERY CLERK II

\$40,164- \$48,817 Annually

Recruitment will close after 50 applications
or October 11, 2024

THE IDEAL CANDIDATE

The Community Services Agency is looking for candidates with a willingness to be part of the team, have the ability to work under pressure, deliver and pick up items in a safe, timely manner, and remain calm and professional when dealing with difficult people. The candidate should always be ready to handle other duties as needed and/or assigned.



Interested in learning more about the Community Services Department?

Click the link or scan the QR code: <https://www.csa-stanislaus.com/>



ABOUT THE POSITION

Stock/Delivery Clerks drive County-owned vehicles for the purpose of transporting materials to and from destinations related to County business or services. They may be called upon to assist with transporting additional materials. Under direct supervision, Stock/Delivery Clerks receive, store, and issue supplies, equipment, and a variety of materials used by the various County departments, and to perform related duties as required.

TYPICAL TASKS

- Receive and deliver supplies and equipment;
- Stock shelves;
- Input data into database when orders are received;
- Drive within Stanislaus County on a routine basis;
- Compose routine correspondence;
- Issue supplies as requested by County departments by filling supply requisitions;
- Assemble and package supplies in preparation for delivery;
- Assist in periodic inventories;
- Make arrangements for transportation;
- Coordinate pick-up and delivery with established or modified time schedules;
- Maintain log mileage records for all trips in County vehicles, indicating the purpose for trip and number or names of passengers;
- Perform general clerical duties as assigned;
- Transport medical supplies, medical equipment, and mail to appropriate destinations (off-site clinics);
- Load and unload incoming and outgoing freight;
- Sort US Mail and internal department mail;
- Monitor and keeps records of gas consumption;
- Establish and maintain good working relationships with all levels of internal and external customers;
- Manage inventory forms, re-order forms, and fulfill orders;
- Meet deadlines and specific time frames;
- Attend recommended and mandatory safety training regarding vehicles and driving such as defensive driver; and
- Perform other duties as assigned.





MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

- 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;
- Speaking — Talking to others to convey information effectively;
- Time Management — Managing one's own time and the time of others;
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems;
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents;
- Service Orientation — Actively looking for ways to help people;
- Writing — Communicating effectively in writing as appropriate for the needs of the audience;
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways;
- Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs; and
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without "giving out" or fatiguing
- Transportation — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits;
- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology;
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;
- Mathematics — Knowledge of arithmetic and algebra, and their applications; and
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

EDUCATION & EXPERIENCE

- Graduation from high school or passage of the high school level General Education Development (GED) test
AND
- Six (6) months of customer service experience in an office setting

LICENSE

- Applicants must possess and maintain a valid California Driver's License at time of application

COMPENSATION & BENEFITS

Approximate Annual Base Salary:

\$40,164 - \$48,817 Annually

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time represented County employees including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- 2 weeks annual vacation upon entering County service
- 16 additional vacation hours annually
- 96 hours of sick leave annually
- 12 paid holidays annually
- Optional participation in Flexible Spending Account & Health Savings Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit stanjobs.org for details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization—from Accounting to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Office Worker/Clerical bargaining unit for labor relations purposes. Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months. Incumbents may also be subject to overtime, standby, callback, weekend, holiday and shift assignments as identified in their MOU (Memorandum of Understanding).

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under the "Disability" tab.

APPLICATION PROCEDURES/FINAL FILING DATE: October 11, 2024

Oral Examinations are tentatively scheduled for the week of October 21, 2024.

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

Pass County-paid pre-employment job-related background investigation.

Perform job duties in a manner assuring a safe working environment for oneself and others.

Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.