



BOB RILEY
GOVERNOR

STATE OF ALABAMA
**DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION**
WILLIAM D. PARTLOW DEVELOPMENTAL CENTER
TUSCALOOSA, ALABAMA 35401
PHONE (205) 553-4550
Fax (205) 554-4130



JOHN M. HOUSTON
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Mental Health Stock Clerk

NUMBER: 08-09

JOB CODE: M8000

DATE: June 26, 2008

SALARY RANGE: 48 (\$19,972.80 -- \$28,236.00 Annually)

POSITION #: 8809396
8809375

JOB LOCATION: W. D. Partlow Developmental Center
1700 University Blvd., East
Tuscaloosa, Alabama

QUALIFICATIONS: Graduation from a standard high school. Twelve (12) months or more experience in clerical or stockroom work.

SPECIAL REQUIREMENT: Good physical condition to permit the lifting and moving of heavy objects.

KIND OF WORK: This is routine manual and clerical work in the operation of the centralized warehouse serving four Department of Mental Health and Mental Retardation facilities located in the Tuscaloosa area. Duties and responsibilities pertain to the receiving, storing, care, pulling and shipping of warehouse stock items maintained in the warehouse. Essential job functions are as follows: Receive and issue supplies. Unload / store stock items in boxes and other containers so that stock is rotated and older stock is used first. Check / evaluate / record receipt of stock to confirm quantity, type and condition of merchandise received is correct as ordered. Store / maintain stock in appropriate locations to assure security and prevent damage. Pull stock orders / assemble stock for delivery. Conduct physical inventory of stock on hand by counting and comparing counts with inventory printouts to assure adequate / correct items are in stock. Order stock as specified using appropriate forms and procedure. Check status of requisitions and purchase orders on the PC and by direct contact with vendors. Operate computer to facilitate warehouse / inventory functions (locate vendors, obtain contact numbers, verify usage and balance of stock items, and check status of requisitions and purchase orders). Issue / deliver weekly supply orders to facilities served.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of standard storeroom / warehouse methods, processes and procedures. General knowledge / understanding of kinds and grades of stock maintained. Knowledge of basic mathematical operations required in the maintenance of stock records. Ability to lift / move heavy items. Ability to conduct the physical inventory of stock items maintained. Ability to check-in / process stock received by the warehouse. Ability to maintain / secure

stock items in the warehouse. Ability to initiate stock orders per order points. Ability to process (pull) warehouse orders for delivery to facilities served. Ability to interact professionally and effectively with vendors and other staff. Ability to use the PC and related programs to facilitate warehouse / inventory processes.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experience related to the duties and minimum qualification requirements mentioned above. All relevant information is subject to verification. Drug screens and security clearances will be conducted on prospective applicants given serious consideration for employment and whose job requires direct contact with facility consumers.

HOW TO APPLY: Use an official DMH/MR Application for Professional Employment, which may be obtained from this facility's Personnel Office. An official copy of your applicable academic transcript from the university or college from which you received that degree should be forwarded by that college or university to the Partlow Personnel Department. **The application and supporting documentation must be returned to W. D. Partlow Developmental Center, Personnel Office, P. O. Box 1730, Tuscaloosa, AL 35403 by close of business UNTIL FILLED in order to be considered for this position.**