



Human Resources Department  
Forms And Documents

HRP-03 Effective Date: 1/07/2013

Date Posted: 05/30/2017

*This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.*

**POSITION ANNOUNCEMENT**

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date.

Applications for Employment will be accepted at the Fairhope Public Works Complex, 555 South Section St., Fairhope, Ala., Monday through Friday, from 7:00 AM to 4:00 PM. Applications may also be mailed to P.O. Drawer 429, Fairhope, AL 36533 ATTN Human Resources or faxed to (251) 990-0156.

**Position Information**

Job Title: Warehouse Supply Clerk Department: City Treasurer  
 Job Status:  Regular Full-Time  Temporary Full-Time Schedule: \_\_\_\_\_  
 Regular Part-Time  Temporary Part-Time Hours: 7:00am – 4:00p m Monday-Friday  
 Starting Pay Rate: \$14.81 - \$23.70/hour

**Position Description**

General nature/purpose of work:

The Employees in this class perform manual and clerical tasks in the receiving, storing, care and dispensing of stock and other equipment. Work includes routine activities in maintenance of stock materials used by the City of Fairhope. Work includes the use of equipment to help in the disposition of such work as fork lifts and other equipment.

**Minimum Qualification Standards** (Additional qualification standards are found on the job description.)

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| <ul style="list-style-type: none"> <li>• Knowledge, skills and abilities:</li> <li>• Considerable knowledge of storeroom methods and procedures.</li> <li>• Considerable knowledge of kinds and grades of supplies used.</li> <li>• Some knowledge of transportation agencies and shipment methods.</li> <li>• Ability to follow oral or written instructions.</li> <li>• Ability to use computer and be familiar with inventory program and word processing.</li> <li>• Ability to erect shelving and maintain warehouse storage areas.</li> <li>• Good physical condition to permit lifting and moving of heavy objects.</li> <li>• Maintain accurate records and controls.</li> <li>• Work effectively with others to achieve personal, team, department and Citywide goals.</li> <li>• Demonstrate respect and cooperation in all interactions; support and reinforce</li> <li>• Anticipate customer needs and give high priority to customer service and satisfaction.</li> <li>• Communicate effectively, both orally and in writing.</li> <li>• Establish and maintain cooperative-working relationships with those contacted in the course of work.</li> <li>• Be insured by the City's vehicle liability insurance carrier.</li> </ul> | <p>Education, experience and training:</p> <ul style="list-style-type: none"> <li>• Graduation from high school or possession of a GED, preferably supplemented by additional education and training in accounting; <b>AND</b></li> <li>• Any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work.</li> </ul> |
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Date of Announcement: 05/30/2017 Closing Date for Applications: When Filled

Pandora Heathcote

Human Resources

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.