

**City of New York**  
**DEPARTMENT OF CORRECTION**  
**Job Posting Notice**

<b>Civil Service Title:</b> Stock Worker	<b>Level:</b> I
<b>Title Code No:</b> 12200	<b>Salary:</b> \$29,265/ \$32,192-\$42,942 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Stock Worker	<b>Work Location:</b> 75-20 Astoria Boulevard, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Information Technology	<b>Number of Positions:</b> 1
<b>Job ID:</b> 184800	<b>Hours/Shift:</b> Day Tour
<b>Job Description</b>	
<p>The New York City Department of Correction seeks to recruit a Stock Worker for the Information Technology Division. Under general supervision, the Stock Worker will be responsible for handling the receipt, storage, care and distribution of materials, supplies, equipment, and tools. The incumbent will also distribute and collect requisitions for supplies from the different areas; forward the supply request to the central storehouse in a timely manner; count, pack, unpack, load and unload materials, supplies and equipment; may travel to point of pick-up, delivery or distribution and operate necessary equipment to perform related duties; lift and carry supplies as required; may also assist in moving office furniture, equipment and files; maintain inventory of equipment and supplies storeroom; maintain storeroom and equipment in a sanitary condition; check materials received against invoices and note discrepancies; check orders before shipping or distributing; pick supplies from shelves to fill requisitions; maintain detailed inventory records and perform related duties as requested.</p>	
<b>Minimum Qualification Requirements</b>	
<p>Two years of full-time satisfactory work experience performing storekeeping activities. Must be able to perform the physical tasks of the job (i.e. lifting and carrying supplies).</p>	
<b>Residency Requirement</b>	
<p>New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>	
<b>To Apply</b>	
<p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a>. Click on Recruiting Activities &gt; Careers and search for Job ID#184800.</p> <p>For all other applicants: Go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID#184800.</p> <p style="text-align: center;">Attention: Sharen Harris</p> <p style="text-align: center;">Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
<b>Posting Date:</b> 02/20/2015	<b>Post Until:</b> 03/06/2015

**The City of New York is an Equal Opportunity Employer**