



**COUNTY OF RIVERSIDE  
HUMAN RESOURCES DEPARTMENT  
INVITES RESUMES FOR THE POSITION OF:**



**STOCK CLERK**  
Issue Date: 02/01/12  
*An Equal Opportunity Employer*

**SALARY**

**\$12.36 - \$17.44 Hourly**  
**\$2,143.09 - \$3,022.21 Monthly**  
**\$25,717.12 - \$36,266.46 Annually**

**THE POSITION**

Are you interested in making a difference in your community by helping conduct accurate and accessible elections? If the answer is yes, then you've come to the right place!

**This recruitment is for seasonal employment beginning in May 2012.**

The Riverside County Human Resources Temporary Assignment Program is now recruiting motivated seasonal, Data Entry Operators to perform a variety of duties necessary to support the administration of elections in Riverside County. Specific job functions will vary based on the needs of the Riverside County Registrar of Voters.

**EXAMPLES OF ESSENTIAL DUTIES**

- Receives, loads and unloads supplies, materials and equipment from vendor trucks; operates forklift to move pallets; inspects for damage and quantity received against requisitions, invoices, or freight bills.
- Stores stock in accordance with established storing system; keeps storeroom in orderly and clean condition; packages items to be shipped; fills requisitions and assembles for delivery; notes and reports to supervisors items that are low in stock.
- May prepare work orders or items to be sent for repairs; may maintain routine records of items received and issued, including posting to perpetual inventory cards; assists in taking periodic physical inventory; types requisitions and inventory cards.
- May duplicate forms and other printed matter; may maintain records of petty cash funds.

**RECRUITING GUIDELINES**

Knowledge of: Basic techniques of receiving, storing, and issuing supplies and materials; basic techniques involved in inventory control.

Ability to: Read sufficiently well to accurately fill requests from written purchase orders; keep records of receipt and delivery of supplies and materials; make basic arithmetical computations; learn the terminology of parts and supplies associated with the storeroom or warehouse assigned.

**APPLICATION PROCESS** Read this posting for special application instructions. Unless otherwise stated, candidates must submit resumes at [http://www.rc-hr.com/resumebuilder/resume\\_submit.asp](http://www.rc-hr.com/resumebuilder/resume_submit.asp), or select "Apply" located on the online job posting. Postings may close at any time without notice. For other application questions, visit [www.rc-hr.com](http://www.rc-hr.com).

All employment offers are contingent upon successful completion of a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, including fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

**REQUIRED PROBATIONARY PERIOD** - As an Approved Local Merit System, the County of Riverside requires all new regular or seasonal employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance.

Temporary and Per Diem employees serve at the pleasure of the agency/department head.

The County of Riverside is an Equal Opportunity Employer. It is the policy of the County of Riverside to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Women, ethnic and racial minorities and persons with disabilities are encouraged to apply. Applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation,

or any other non-job-related factor.

DISABILITY ACCOMMODATIONS - Pursuant to the Americans with Disabilities Act of 1990, the ADA Amendments Act, and the Fair Employment & Housing Act, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the Disability Access Office at (951) 955-5663.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling (951) 955-8688. The County will attempt to meet reasonable accommodation requests whenever possible.

**APPLY ONLINE AT:**

<http://www.rc-hr.com>

County Admin. Center P.O. Box 1569, 4080 Lemon St.  
Riverside, CA 92502-1569

**STOCK CLERK**

Jennifer Cajas

JCajas@RC-HR.com

Issue Date: 02/01/12

***Note: Riverside County does not accept paper resumes or employment applications.***