

**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> \$30,235.00 - \$34,166 Frequency: ANNUAL
<b>Business Title:</b> Stock Worker	<b>Work Location:</b> Various
<b>Division/Work Unit:</b> Headquarters/ Central Warehouse Operations	<b>Number of Positions:</b> 11
<b>Job ID:</b> 264877	<b>Hours/Shift:</b> Day Tour
<b>Job Description</b>	
<p>The New York City Department of Correction (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The "DOC" operates 12 inmate facilities, 9 of which are located on Riker's Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.</p> <p>The New York City Department of Correction is seeking a Stock Worker to perform duties in the Central Warehouse Operations unit. Duties include but are not limited to following:</p> <ul style="list-style-type: none"> <li>• Performing physical and administrative duties involved in the shipping, receiving and order fulfillment of supplies;</li> <li>• Receiving, storing, distributing and caring for materials, supplies and equipment;</li> <li>• Loading and unloading of supplies/equipment; as well as timely distribution of stock goods for program areas;</li> <li>• Checking materials received against invoices and noting any discrepancies in quantity;</li> <li>• Inspecting and checking materials and cartons for proper identification and damages;</li> <li>• Participates in ongoing continuous process improvement programs and identifying ways to increase efficiency and effectiveness;</li> <li>• Ensuring that all requisitions are addressed in a timely manner;</li> <li>• Keeping storage facilities and materials clean and orderly;</li> <li>• Keeping records and assisting in preparing inventories.</li> </ul>	
<b>Minimum Qualification Requirements</b>	
There are no formal education or experience requirements for this position.	
<b>Preferred Skills</b>	
<ul style="list-style-type: none"> <li>• Need to be able to lift heavy objects, stoop, and bend;</li> <li>• Organization and basic office skills, including computer, data entry, and word processing skills;</li> <li>• One year of full-time satisfactory experience performing storekeeping activities.</li> </ul>	
<b>Residency Requirement</b>	
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.	
<b>Special Notes</b>	
<ol style="list-style-type: none"> <li>1. In order to be considered, all applicants must be serving as a permanent Stock Worker or must have applied and passed the Stock Worker exam# 6031; <b>Or</b></li> <li>2. Accept the position on a temporary basis of six (6) to nine (9) months.</li> </ol>	
<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> and search for Job ID# <b>264877</b></p> <p>For all other applicants: Go to <a href="https://a127-jobs.nyc.gov">https://a127-jobs.nyc.gov</a> and search for Job ID# <b>264877</b></p> <p>Submission of a resume is not a guarantee that you will receive an interview.</p> <p>Only candidates under consideration will be contacted.</p>	
<b>Posting Date:</b> 9-27-16	<b>Post Until:</b> 10-11-16

**The New York City Department of Correction and The City of New York are Equal Opportunity Employers**