

**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> 12202	<b>Salary:</b> \$30,235.00 - \$45,574.00 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> 1
<b>Job ID:</b> 249360	<b>Hours/Shift:</b> Day Tour
<b>Job Description</b>	
<p>The New York City Department of Corrections (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 Corrections is seeking a Stock Worker to perform duties in the Central Warehouse Operations unit. Duties include but are not limited to:</p> <ul style="list-style-type: none"> <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 breakage and discrepancies in quantity.</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>Preferred Skills</b>	
<ul style="list-style-type: none"> <li>• Ability to follow written and verbal instructions;</li> <li>• Demonstrate strong customer service skills;</li> <li>• Ability to communicate effectively with all staff;</li> <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>Minimum Qualification Requirements</b>	
There are no formal education or experience requirements for this position.	
<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 Note</b>	
For a list of all upcoming civil service exams with regards to the posting title or any other title, please visit: <a href="http://www.nyc.gov/html/dcas/html/work/exam_monthly.shtml">http://www.nyc.gov/html/dcas/html/work/exam_monthly.shtml</a>	
<b>To Apply</b>	
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>249360</b>	
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>249360</b>	
Submission of a resume is not a guarantee that you will receive an interview.	
Only candidates under consideration will be contacted.	
<b>Posting Date:</b> 7/27/16	<b>Post Until:</b> 8/10/16

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