NOTICE OF EXAMINATION

STOCK WORKER (CUNY)
Exam. No.: 9001
(For The City University of New York Only)

WHEN TO APPLY: From: October 6, 1999 Application Fee: $30.00
To: October 26, 1999 Payable only by money order to D.C.A.S. (Exams)

THE TEST DATE: Multiple-choice test expected to be held on Saturday, February 12, 2000

WHAT THE JOB INVOLVES: At Assignment Level I: Stock Workers, under direct supervision, receive,
store, distribute and care for materials, supplies and equipment; store tools; pack, unpack, count, weigh
and measure materials, supplies and equipment; load and unload at the storehouse/storage facility and
at the point of pick-up, delivery, or distribution and, for this purpose, may travel to the point of pick-up,
delivery or distribution; operate elevator and other necessary equipment to perform loading and
unloading; check materials received against invoices and note breakage and discrepancies in quantity;
pick supplies from shelves to fill requisitions, lifting and carrying supplies when necessary; operate
electric transports and lift trucks; keep storage facilities and materials clean and orderly; care for stock;
keep records and assist in preparing inventories; and perform related work.

Some of the physical activities performed by Stock Workers and environmental conditions experienced
are: may be required to independently lift and carry objects weighing up to 70 pounds; may be required
to stand up to seven hours per day; may be required, after training, to operate fork lift, and/or other heavy
machinery; may be required to handle chemicals, flammable materials, and other toxic and hazardous
substances.

(This is a brief description of what you might do in this position and does not include all the duties of this
position.)

THE SALARY: The current minimum salary is $23,334 per annum. This rate is subject to change. There
are two assignment levels within this class of positions. Appointments to the higher assignment level
are made at the discretion of the agency.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, refer to the
"Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and
the application fee to the above address by mail only. Applications will not be accepted in person.

HOW TO QUALIFY:

Education and Experience Requirements:

There are no formal education or experience requirements for this examination.

You must be able to perform the physical tasks of the job.

Residency: City residency is not required for this position.

English Requirement: Candidates must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
your identity and your right to obtain employment in the United States prior to employment with the City University of New York.

REQUIRED FORM(S):

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save the instructions for future reference.

THE TEST: You will be given a multiple-choice test. The passing score will be determined after an analysis of the results. The multiple-choice test may include questions on reading comprehension; number facility; storekeeping techniques including general safety practices; filing; record keeping; matching; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 2 Washington Street, 17th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the multiple-choice test, your name will be placed on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Fork Lift, HI-LO, and Pallet Mover Experience: If, at the time of appointment, you have one year of experience operating a fork lift, HI-LO and/or pallet mover, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the City University of New York.

This examination is for positions with The City University of New York (CUNY) only. If you would like to apply for Stock Worker in City agencies and Housing Stock Worker in the Housing Authority, you must submit a separate application and fee for Exam No. 8015 from October 6, 1999 through October 26, 1999. If you would like to apply for Stock Worker in the Health and Hospitals Corporation (HHC), you must submit a separate application and fee for Exam No. 9002 from October 6, 1999 through October 26, 1999.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."
STOCK WORKER

Duties and Responsibilities

This class of positions encompasses work of varying degrees of difficulty and responsibility in handling the receipt, storage, care and distribution of materials, supplies, equipment, and tools. There are two assignment levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under direct supervision, receives, stores, distributes and cares for materials, supplies and equipment; may store tools. Packs, unpacks, counts, weighs and measures materials, supplies and equipment. Loads and unloads at the storehouse and at the point of pick-up, delivery, or distribution. For this purpose, may travel to point of pick-up, delivery or distribution. Also operates elevator and other necessary equipment to perform loading and unloading. Checks materials received against invoices and notes breakage and discrepancies in quantity. Picks supplies from shelves to fill requisitions, lifting and carrying supplies when necessary. Operates electric transports and lift trucks. Keeps storage facilities and materials clean and orderly. Cares for stock. Keeps records and assists in preparing inventories.

Assignment Level II

Under supervision, is responsible for a section of a storehouse, storage yard, or equivalent storage unit. Is responsible for performing all of the duties described in Assignment Level I. In addition, reviews the work of Assignment Level I employees, verifying, counting and checking orders before shipping or distributing. Maintains, or assists in the maintenance of, perpetual inventories and detailed inventory records. Prepares reports. May perform the duties of the supervisor in his/her temporary absence.

Qualification Requirements

There are no formal education or experience requirements for this position.

Must be able to perform the physical tasks of the job.

Direct Lines of Position

From: None To: Supervisor of Stock Workers (12202)

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