

## INVENTORY CONTROL CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents of this class are responsible for the maintenance of a perpetual inventory of materials and supplies including the receiving and inspection of delivered items. Supervision is not a responsibility of this position, but incumbents may serve in a lead capacity. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Maintains data in an automated system of stock items to track orders, deliveries, utilization of stock items, and amount of items in stock;

Maintains inventory records and files with supportive documentation of stock items, price lists, purchase orders, requisitions, specifications, service contracts, warranties, etc.;

Reviews requisitions and purchase orders for accuracy and completeness prior to data entry into automated record system and processing for payment;

Checks supplies, material and equipment regularly to insure sufficient quantities in store;

Prepares purchase orders and requisitions in order to maintain an adequate inventory of needed supplies, office supplies, forms, equipment, etc.;

Takes physical inventory of stock on hand to determine availability and shelf-life of materials and to ensure accuracy of automated inventory information;

Makes recommendations for improving the inventory control system and inventory items based on observation of utilization rates and complaints;

Unloads supplies and equipment from trucks, and stores items appropriately;

Inspects goods to insure that specifications are met and that purchase orders are properly filled;

Reports discrepancies and variations discovered in orders;

Packs and returns damaged goods or incorrect goods when necessary;

Delivers supplies and equipment throughout the department;

Performs routine maintenance on equipment or contacts vendors for service contracts to perform repairs or maintenance;

Maintains storage area in a neat and orderly fashion;

Prepares regular inventory reports and documentation, particularly in support of budget preparation;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Prepares and sends out billing statements for departmental charges;

Conducts year end inventory and other interior inventories as required by the department head;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the methods used in keeping records of purchases and payments for materials and supplies by means of a manual and/or automated record system; good knowledge of the fundamentals of inventory record keeping; skill in arithmetical computations; ability to understand and carry out oral and written instructions; ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; careful attention to details; dependability; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school, trade school or equivalency diploma and two years of clerical experience, one year of which must have involved the purchasing, ordering, receiving, storing and/or issuing of equipment, materials, and supplies.

SUBSTITUTION: Satisfactory completion of 30 credits\* may be substituted on a year for year basis for each year of the above stated experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.