

INVENTORY CONTROL CLERK

GENERAL STATEMENT OF DUTIES: Maintains a perpetual inventory record of material, equipment, supplies and other general stock items; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this position involves procedures related to purchasing, receiving and maintaining records of equipment, materials and/or supplies in a school district. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Generates orders for supplies, equipment, books and other general stock items used by schools in the District and maintains records and files of same;

Checks merchandise received to insure it agrees with the purchase order specification, reviews prices, and checks extensions of prices;

Corresponds or converses with vendors and school district personnel concerning inquiries about merchandise ordered;

Packs merchandise to be returned to vendor and properly marks it and attaches any noted or correspondence thereto;

Orders and inventories general store items periodically;

Maintains file of pending orders and requisitions for supplies;

Delivers supplies and equipment where needed;

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

Operates copier, adding and other office machines.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the methods used in requisitioning, ordering, and maintaining general supplies; basic knowledge of office procedures and terminology; ability to make simple arithmetical computations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to understand and carry out oral and written instructions; accuracy; personal integrity; good judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) three years work experience, one of which must have involved procedures related to the purchasing of, receiving of, or payment for, equipment, materials and/or supplies ; or (b) two years of college (minimum of 60 credits) and one year of specialized experience as indicated above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: At time of appointment, possession of a valid license to operate a motor vehicle in the State of New York.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J. C.: Competitive
1d

Job Class Code: S204