

INVENTORY CONTROL CLERK

Code No. 6-09-004
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a clerical position responsible for site inventory work and maintenance of an automated inventory control system in order to implement a fixed asset inventory control system. Duties include assisting in developing and implementing a classification coding system, assigning acquisition numbers to physical assets, tagging major equipment, and transferring information for data input. Work requires bending and working in close quarters in a warehouse. The employee reports directly to, and works under the general supervision of a Director of Instructional Technology or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Inventories physical asset equipment;

Records and maintains an inventory of all fixed assets, which includes their disposition, transfer, relocation, dispersal or trade in;

Classifies equipment in accordance with the fixed asset coding system;

Assists with creating a manual of procedures for classifying fixed physical assets;

Amplifies coding system to accommodate changes in inventory;

Ensures placement of inventory control tags on all major fixed asset items;

Assigns acquisition numbers on all physical asset equipment;

Cooperates with information technology staff with developing computer reports generated to provide information on the quality and quantity of capital equipment;

Coordinates and conducts periodic physical inventories;

Maintains accountability of the inventory control system by requesting administrators and supervisors report new purchases or discard physical asset equipment;

Creates various management reports related to fixed assets;

Provides inventory data as required to supervisors regarding information such as age and condition of equipment, purchase dates, and total inventory.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of business machines, computers and audiovisual equipment, including types, manufacturers, and models; working knowledge of basic accounting; working knowledge of mainframe and personal computers; ability to identify the type, manufacturer, and model of business machines, computers and audiovisual equipment; working knowledge of computer software and database capabilities and implications of an automated inventory control system; ability to apply a coding system to classification of physical asset equipment; ability to communicate orally and in writing; ability to amplify a coding system; ability to

record inventory data accurately; ability to maintain a computerized record keeping system; ability to deal effectively with other personnel; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year paid full-time or its part-time equivalent experience in inventory control work or purchasing office equipment; OR,

(B) Three (3) years paid full-time or its part-time equivalent experience as stated in (A) above; OR,

(C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Adopted: March 25, 1977
Revised: July 8, 1999
Revised: February 4, 2016