



**JOB INFORMATION**

|                         |                           |
|-------------------------|---------------------------|
| Job Code                | NA05A                     |
| Job Description Title   | Inventory Control Clerk I |
| Pay Grade               | FM05                      |
| Range Minimum           | \$28,250                  |
| 33rd %                  | \$31,550                  |
| Range Midpoint          | \$33,200                  |
| 67th %                  | \$34,840                  |
| Range Maximum           | \$38,140                  |
| Exemption Status        | Non-Exempt                |
| Approved Date:          | 1/1/1900 12:00:00 AM      |
| Legacy Date Last Edited | 1/4/2012                  |

**JOB FAMILY AND FUNCTION**

|               |                                       |
|---------------|---------------------------------------|
| Job Family:   | Facilities, Maintenance, & Operations |
| Job Function: | Surplus & Inventory Control           |

**JOB SUMMARY**

Performs duties to requisition, purchase, ship, receive, inspect, store, issue, and deliver materials, equipment, and supplies.

**RESPONSIBILITIES**

- Performs daily, monthly, and/or quarterly inventory of warehouse and storage areas.
- Receives items for stock room inventory, completes all necessary documentation, and compares inventory cost and quality.
- Issues inventory items to customers by a computerized system.
- Delivers materials to customers and job sites.
- May perform accounting procedures related to invoicing, charges, receiving, inventory, database input, and various reports.
- May purchase and pickup emergency materials.
- May purchase high volumes of materials within university and state guidelines under the direction of the department head.

**SUPERVISORY RESPONSIBILITIES**

|                            |   |
|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---|

**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education                |     | Years of Experience | Focus of Experience             |  |
|-----------------|-----------------------------------|-----|---------------------|---------------------------------|--|
| High School     | High School Diploma or equivalent | And | 0 years of          | Experience in inventory control |  |

Substitutions Allowed for Experience  Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Follows detailed instructions and procedures.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications                        | Licenses/Certification Details | Time Frame | Required/Desired |
|--|--------------------------------|------------|------------------|
| DL NUMBER - Driver License, Valid and in State |                                | Upon Hire  | Required         |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:  Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        | X            |            |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

## WORKING ENVIRONMENT

| Working Condition  | Never | Rarely | Occasionally | Frequently | Constantly |
|--------------------|-------|--------|--------------|------------|------------|
| Extreme cold       |       |        | X            |            |            |
| Extreme heat       |       |        | X            |            |            |
| Humidity           |       |        | X            |            |            |
| Wet                |       |        | X            |            |            |
| Noise              |       |        | X            |            |            |
| Hazards            |       |        | X            |            |            |
| Temperature Change |       |        | X            |            |            |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Atmospheric Conditions |       |        | X            |            |            |
| Vibration              |       |        | X            |            |            |

### **Vision Requirements:**

Ability to see information in print and/or electronically.