

## **SUPPLY AND INVENTORY CONTROL CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of varied duties with primary responsibility for maintaining an accurate supply and inventory control system. In addition to supply and inventory control duties, this position may also include some duties in connection with mail distribution, cleaning, building maintenance or other duties. Work is performed under general supervision in accordance with oral or written directions.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Performs storeroom duties including stocking shelves, filling requisitions, and inventory control;

Makes deliveries of supplies and equipment;

Inventories material received against purchase orders;

Completes receiving tickets and arranges for delivery of merchandise and supplies;

Answers telephone and relays information to appropriate personnel;

May maintain time sheets and related employee reports;

May perform a variety of duties pertaining to the processing of mail and parcels;

May perform routine maintenance and cleaning tasks;

Maintains a variety of files and records;

May perform reports as directed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to follow simple oral and written directions; ability to acquire familiarity with procedures and equipment of a central supply operation; clerical aptitude;

## **SUPPLY AND INVENTORY CONTROL CLERK**

### **Page 2**

clerical aptitude; mental alertness; trustworthiness; accuracy; tact; and courtesy.

#### **MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience involving inventory control; or
- (B) Three (3) years of experience as described in (A) above; or
- (C) An equivalent combination of training experience.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Placed into Clasplan on 7/19/04

Revised and Replaced in Classplan: 3/30/2023