

RECORDS, RECEIVING, AND INVENTORY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position primarily involving the ordering, receipt, storage, and disposition of materials, supplies, and equipment. Duties also include maintenance of records and files, retrieving, replacing, and/or disposal of records as directed by a supervisor. This position differs from other clerical positions by virtue of the fact the incumbent must engage in various manual tasks involved in ordering, receiving, storing, and/or moving supplies, records and equipment. The work is performed under general supervision. A Records, Receiving, and Inventory Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Receives materials, supplies, and equipment and checks them against the invoice or purchase order;
- Delivers materials, parcels and/or supplies to departments, and/or coordinates the transfer and delivery to appropriate offsite center or personnel;
- Resolves discrepancies with packing slips and coordinates returns as necessary;
- Arranges for disposal of excess and salvage goods, as directed, through auction or other means;
- Tracks quantities of materials and supplies in order to assure sufficient quantities;
- Receives, sorts, indexes, and files any of a wide variety of records such as correspondence, forms, checks, vouchers, student records, etc.;
- Procures requested material and may charge it to appropriate electronic accounts;
- May catalogue and log equipment and non-expendable supplies by bar coding and entering into a computerized inventory control system;
- May obtain quotes using established procedures;
- May make deliveries of supplies, utilizing a tail, dock and/or fork lifts;
- May perform duties and responsibilities of the position using an electronic data processing system.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of store room procedures and methods used in ordering, receiving, and storing a variety of supplies, materials, and records; working knowledge of business arithmetic and English; working knowledge of computer databases and spreadsheets; clerical aptitude; ability to read and apply rules governing records management; ability to keep accurate inventory records; ability to maintain program accounts and budgetary data; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions; ability to bend, lift, climb, stand, and walk for extended periods of time; ability to lift and carry loads up to fifty pounds; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A) Completion of sixty (60) credit hours of study at a college or university which must have included at least six (6) hours in computer science;

OR

- B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in ordering, receiving, storing, or shipping of supplies and/or equipment which must have included the use of computers in performing daily activities.

NOTE: Your credit hours must have been attained in a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your credit hours were obtained at an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, must possess and maintain an appropriate class driver's license.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 3/31/98

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