

## SENIOR RECORDS, RECEIVING, AND INVENTORY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position involving the ordering, receipt, storage, and distribution of materials, supplies, and equipment. Duties include the maintenance of records and files, as well as retrieving, replacing, and disposing of records as directed by a supervisor. This position differs from that of a Records, Receiving, and Inventory Clerk by its higher level of responsibility, leadership on projects, and potential to supervise or train lower-level employees. Work is performed under general supervision. A Senior 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;
- Works with staff and vendors to expedite delivery of materials and supplies;
- Resolves discrepancies with packing slips and coordinates returns as necessary;
- Analyzes data related to delivery trends and develops annual purchasing calendar;
- 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;
- Catalogue and log equipment and non-expendable supplies by bar coding and entering into a computerized inventory control system;
- Obtain quotes using established procedures;
- Make deliveries of supplies, utilizing a tail, dock and/or fork lifts;
- May supervise or train new or lower-level employees.

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 and one (1) year of experience in ordering, receiving, storing, or shipping of supplies and/or equipment;

OR

- B) Graduation from high school or possession of a high school equivalency diploma and three (3) 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: 06/05/2026