

HIGHWAY INVENTORY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a clerical position in the Ulster County Department of Highways and Bridges in which the employee has responsibility for setting up and maintaining a variety of inventory records for highway construction and motor equipment, vehicles, machinery, parts, tools and materials. The incumbent is also responsible for ensuring that adequate stock is available for current and anticipated highway department operations. The work is performed under the general supervision of the Garage Supervisor with wide leeway allowed the employee in the details of the work. Supervision is not a function of this class. Does related work as required.

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.

Sets up and maintains perpetual inventory records of highway construction and motor equipment, vehicles, machinery, parts, tools and materials;

Obtains information and prepares requisitions and order forms for the replenishment of stock as directed;

Maintains order files for equipment and supplies to ensure proper inventory is on hand for current and anticipated department operations;

Identifies current or anticipated shortages and reports to supervisor on same;

Prepares a variety of reports pertinent to inventory control transactions;

Enters inventory transactions information into a computer program;

Performs routine tasks with the operation of a computer in entering inventory information and generating reports;

May maintain daily or weekly order sheets and incoming material receipts;

May maintain Material Safety Data Sheets (MSDS) and adhere to safety guidelines for stored supplies and equipment;

May receive incoming supplies and equipment.

May check inventory against bills, vouchers and requisitions to ensure proper and accurate receipt for payment approval.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of inventory record keeping and proper control; good knowledge of highway motor and construction equipment, vehicles, machinery, parts and tools terminology; working knowledge of requisition procedures; ability to make simple arithmetic

Highway Inventory Clerk

computations; ability to prepare reports and maintain records; ability to get along well with others; integrity; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one year of experience in maintaining supply inventories; **OR**
- B. Two (2) years of experience in maintaining supply inventories.

ULSTER COUNTY
3510 HWY INV CK
Classification: Competitive
Grade: 4
Union: CSEA

Adopted: November 5, 1979
Revised: May 7, 1981
Revised: December 12, 2005