

INVENTORY CONTROL AIDE

DISTINGUISHING FEATURES OF THE CLASS: This class requires the performance of routine clerical work involving responsibility for central receiving of equipment, supplies and materials including general office supplies, maintenance and computer supplies, and technical equipment for a county department, local municipality or school district. The incumbent is responsible for processing and maintaining records relating to inventory control and installing some of the technology equipment received. The work is performed under the general supervision of a higher-level employee in accordance with established policies and procedures. 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.

Receives and stores supplies and equipment;

Checks inventory against packing slip, to ensure proper receipt and payment approval;

Enters warranty and applicable license information in computer;

Maintains order files for equipment and supplies to insure proper inventory is on hand for the repair and maintenance of existing equipment;

Enters inventory information into computer to maintain records for ready reference;

Maintains daily order sheets;

Prepares and maintains inventory control records and reports and provides to management as requested;

Performs a variety of clerical and inventory keeping tasks;

Maintains supply rooms according to established procedures;

Performs routine maintenance tasks according to department needs;

Performs routine tasks in connection with the operation of a computer;

May install desktop computers, laptops and tablets;

May order supplies and equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods and procedures used in receiving,

storing and issuing supplies and equipment; working knowledge of inventory record keeping and proper control; working knowledge of purchase/requisition procedures; ability to make simple arithmetic computations; ability to prepare a variety of reports and records; ability to get along well with and secure the cooperation of others; ability to operate and install personal computers, laptops and tablets; ability to understand and carry out oral and written directions; accuracy; clerical aptitude.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one (1) year of paid experience in receiving, storing and issuing supplies or equipment and processing inventory records and reports; **OR**
- B. Two (2) years of paid experience as described in A above.

Note: Verifiable paid part-time experience will be pro-rated toward meeting full-time experience requirements.

ULSTER COUNTY
3698 INV CTL AI
Classification: Competitive
Grade: 6
Union: CSEA

Adopted: August 13, 2021