

## INVENTORY CONTROL ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** This class requires the performance of routine clerical work involving responsibility for processing supplies and equipment for various divisions within an agency and maintaining records for such. In addition the incumbent is responsible for the maintenance of a variety of records relating to inventory control. The work is performed under general supervision in accordance with established policies and procedures. 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, stores and issues supplies and equipment;

Checks inventory against bills, vouchers and requisitions to ensure proper receipt and payment approval;

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;

Performs a variety of clerical and inventory keeping tasks;

Prepares and maintains supply rooms according to established procedures;

Performs routine maintenance tasks according to department needs;

Maintains Material Safety Data Sheets and adheres to safety guidelines for stored supplies and equipment;

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

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; good 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 common office machines; ability to understand and carry out oral and written directions;

accuracy; clerical aptitude; good judgment; physical condition commensurate with the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma and two (2) years of paid experience in receiving, storing and issuing supplies or equipment and processing inventory records and reports; **OR**
- B. Three (3) 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  
3700 INV CTL AS  
Classification: Competitive  
Grade: 8  
Union: CSEA

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