

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Inventory Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Material Control	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	030 OSS
REVISED:	May 31, 2002		

BASIC FUNCTION:

Assign and attach identification numbers, and conduct physical inventories of all district-owned machinery, furniture, and equipment, and maintains related inventory records.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Locate and check movable equipment such as school, shop, and office furniture and machines; travel to district sites to perform inventories. **E**

Attach or inscribe identification markings on new equipment. **E**

Assist in determining nomenclature, assigning classifications and writing descriptions for new equipment. **E**

Maintain records of acquisition, transfer, and disposal. **E**

Operate a computer to enter data and extract a variety of data; process data for accounting records. **E**

Assist in making reports of inventory discrepancies and missing items; contact other staff. **E**

Operate standard office equipment and small hand and power tools. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school and two years of recent, related work experience involving record keeping duties.

LICENSES AND OTHER REQUIREMENTS: Possession of a valid California Driver's license and availability of private transportation (mileage expense allowance provided). Keyboarding or typing certificate for a net corrected speed of 25 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Furniture, machinery, and equipment nomenclature.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Reading and writing English communication skills.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.
Communicate effectively orally and in writing.
Communicate effectively and maintain cooperative relationships.
Keyboard or type at a net corrected speed of 25 words per minute.
Plan and organize work.
Meet schedules and time lines.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT: office setting, school sites to locate inventories.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment, small hand tools and power tools; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; moving heavy objects including machinery, furniture, and equipment to perform duties.

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