

JOB DESCRIPTION

TITLE INVENTORY CLERK

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate and one to two years office/business experience. Basic computer skills required. Computer skills required (i.e. ability to use email).
Language Skills	Ability to read and comprehend instructions, correspondence and memoranda. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director, Real Property & Asset Management

GENERAL RESPONSIBILITIES

1. Assists the Inventory Specialist in accounting for assets.

SPECIFIC RESPONSIBILITIES

1. Assists the Inventory Specialist in the data entry of all assets.
2. Performs the physical inventory on a statistical sampling basis.
3. Assists the Inventory Specialist in training staff responsible for the physical inventory at each site.
4. Provides clerical services related to the inventory process.
5. Prepares and inputs journal entries for assets transfers.
6. Performs other duties as assigned.