

The Maryland-National Capital Park and Planning Commission

TITLE: Clerical/Inventory Operations Assistant
SERIES: General Clerical

GRADE: C03 CODE: 1142
DATE: 8/25/09 FLSA: Non-Exempt
EEOC: Administrative Support

Class Definition

Under close supervision, performs routine clerical duties associated with providing and storing supplies, equipment, parts, and other materials for a Department, a Division, or a Section. Assists in the receipt, storage, and issuance of parts, equipment, and other property items in a stock room. Performs other related duties as assigned. This is the trainee level for entry into the stock clerk job family. Requires no previous training; duties and responsibilities can be readily learned on the job. Performs other related duties as assigned.

Examples of Important Duties

1. Receives parts and materials; unloads, unpacks, and places parts and materials in assigned locations; counts, sorts incoming articles and verifies receipt of items; examines received goods to check for damage and verify conformance to specifications. Operates materials handling equipment to move items in and out of the storage area.
2. Checks incoming materials from vendors for quality and quantity according to pre-established routines and methods. Keeps records of materials received. Checks incoming materials against invoices for correctness. Informs the supervisor of any problems or discrepancies.
3. Initiates, prepares, edits, and processes requisitions for items. Fills orders for requested items, checks items against the requisition, and keeps records of items issued.
4. Assists in searching catalogs, records, or other data sources to obtain authorized substitutes for stock items. Assists in responding to inquiries from Commission units, employees, and vendors regarding status of invoices, work orders, and related information.
5. Loads stock onto light Commission vehicles. May drive Commission vehicles to deliver, return, and pick-up parts, equipment, office and administrative supplies, forms, publications, mail or other printed materials.
6. Operates computer terminals or personal computers to perform records searches, data input, and data corrections. Maintains automated or manual stock records for items received, orders filled, items used or damaged, and prepares reports as directed.
7. Provides for stock room security. Controls access to stock room; locks doors; and takes other precautions to prevent theft, damage, or loss of materials.

The Maryland-National Capital Park and Planning Commission

TITLE: Clerical/Inventory Operations Assistant
SERIES: General Clerical

GRADE: C03 CODE: 1142
DATE: 8/25/09 FLSA: Non-Exempt
EEOC: Administrative Support

Important Worker Characteristics

A. Basic knowledge of: (1) Commission organization*; (2) Commission policies and procedures*; (3) items kept in stock (e.g., parts, tools)*; (4) office practices*; and (5) safety*.

B. Knowledge of: (1) standardized stock room regulations, policies, procedures, and instructions relating to requisitioning, receipt and control of equipment and part items; (2) familiarity with one or more automated inventory databases to enter, correct, and retrieve recurring reports and to structure and retrieve specialized reports.

C. Skill in operation of: office equipment, including personal computer with applicable software.

D. Ability to: (1) follow directions; (2) understand a system of procedures; (3) learn simple office machines; (4) learn simple data entry; (5) communicate effectively; (6) organize work efficiently; (7) read and write routine reports and correspondence; (8) ability to type or enter simple data consisting of written or numerical material; (9) provide customer service; and (10) lift up to 49 pounds.

*Developed primarily after employment in this job class.

Minimum Qualifications

1. High School Diploma or GED.
2. A valid driver's license in accordance with both State and Commission rules and regulations. Driver's licenses must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required of the position.
3. Pass Commission medical examination.

Working Conditions

Primarily works in office. Assigned work involves clerical processes in the ordering, receipt, issuance and turn-in of different material items. Employee carries out the work assignments. Work involves everyday risks or discomforts, which require normal safety precautions and observance of security regulations. The work area is adequately lighted, heated and ventilated. Moderately heavy lifting.