

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Clerical/Inventory Operations Assistant
SERIES: General Clerical

GRADE: C05 CODE: 1143
DATE: 8/25/09 FLSA: Non-Exempt
EEOC: Administrative Support

Class Definition

Under general supervision, performs moderately complex clerical duties associated with providing and storing supplies, equipment, parts, gasoline, and other materials for a Department, a Division, or a Section. Maintains inventory, orders and issues items, keeps records, and unloads and delivers supplies, equipment, parts and other materials. Purchases additional materials as needed. Performs other related duties as assigned. This is the journey level position. This position may work under the supervision of a Clerical/Inventory Operations Supervisor, as a member of a team, or independently in a warehouse. Performs other related duties as assigned.

Examples of Important Duties

1. Oversees stock room operation at or within prescribed levels and establishes or adjusts stock levels and reorders parts and materials. Obtains bids, price quotes, and initiates purchase requisitions. Conducts physical inventories and adjusts and/or maintains inventory minimums and maximums of items stocked. Assigns account codes as appropriate. Determines items appropriate for surplus or trade-in. Prepares items for disposal. Maintains appropriate records.
2. Searches catalogs, records, or other data sources to obtain authorized substitutes for stock items. Initiates, prepares, edits, and processes requisitions. Responds to inquiries from Commission units, employees, and vendors regarding status of invoices, work orders, and related information.
3. Identifies requirements and requisitions, issues, and distributes/picks-up office and administrative supplies, forms, publications, mail or other materials. Loads stock onto light Commission vehicles and delivers, returns, and picks up materials.
4. Operates computer terminals or personal computers to perform inventory control and distribution including records search, 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. Periodically conducts physical inventories.
5. Receives parts and materials; unloads, unpacks, and places parts and materials in assigned locations; counts, sorts incoming articles to verify receipt of items as specified on purchase requisitions; examines received goods to check for damage and verify conformance to specifications. Operates materials handling equipment to move items about storage area.
6. Provides for stock room security. Controls access to stock room; locks doors; and takes other precautions to prevent theft, damage, or loss of materials.

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Examples of Important Duties (cont.)

7. Provides work directions and assistance to other staff in the storage and distribution of stock items in accordance with established procedures.

8. Issues tools and small equipment to mechanics, trades workers and maintenance crews for daily use. Receives items back at end of day. Keeps records of items issued. Sends equipment to service shop for maintenance and repairs.

9. Performs fleet and motor pool duties including transporting vehicles to and from maintenance stations as well as maintaining logs and records. Assists with accident reporting.

10. Operates printing and bindery equipment requiring specialized training such as heavy duty cutters, folding and inserting machinery. Edits complex documents prior to printing by merging, inserting photos and graphics, resizing document files to be merged at print time utilizing specialized software. Independently executes complex and multifaceted printing assignments.

11. May perform other secondary office support functions including processing various types of mail including but not limited to express, first class and inter-office; including copying and distribution of materials (e.g., Planning Board materials, marketing materials).

Important Worker Characteristics

A. Knowledge of: (1) requisitioning and stock control procedures and regulations to check appropriate computer listings, item histories, procurement documents, shipment invoices, or other available records or files; (2) Items kept in stock (e.g., parts, tools); (3) safety; (4) office practices; (5) Commission organization*; and (6) Commission policies and procedures.*

B. Skill in the operation of: (1) reprographic/printing equipment; (2) mail processing equipment.

C. Ability to: (1) apply principles to solve practical problems; (2) understand a system of procedures; (3) calculate fractions, decimals and percentages; (4) read and write routine reports and correspondence; (5) recognize and identify computer products, codes and formats; (6) organize work efficiently; (7) ability to type or enter simple data consisting of written or numerical material; (8) provide customer service; and (9) lift up to 49 pounds.

*Developed primarily after employment in the job class.

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Minimum Qualifications

1. High School graduation or GED and two years of storekeeping experience; or
2. An equivalent combination of education and experience.
3. 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.
4. Pass Commission medical examination.

Working Conditions

Primarily works in office. Duties involve a moderate degree of risk and discomfort when loading and unloading equipment, operating vehicle and/or materials handling equipment for delivery and movement of equipment, parts or supplies. Employee utilizes accepted safety precautions necessary to avoid injury to self and items handled.