

## **The Maryland-National Capital Park and Planning Commission**

TITLE: Clerical/Inventory Technician

GRADE: C04

DATE: 3/18/2024

SERIES: General Clerical

CODE: 1153

EEO: Administrative Support

FLSA: Non-Exempt

### Class Definition:

Under close supervision, performs routine clerical duties associated with providing and storing supplies, equipment, parts and other materials for a division or department. Performs mail processing and distribution functions; loads stock onto light Commission vehicles and delivers, returns, and picks up mail and other parcels. Utilizes mail software to produce mailings and comply with postal standards; ensures mail is picked up and distributed according to specific schedules and ensures mail record books are completed accurately with recipient's signatures if required. Assists in conducting physical inventories and correcting on-line balances as required. Receives parts and materials and unloads, unpacks, and places parts and materials in assigned locations; counts and sorts incoming articles to verify receipt of items as specified on purchase orders, purchase cards, or other documents. Examines received goods to check for damage and verifies conformance to specifications. Ensures all equipment (e.g., computers and other electronic equipment) is tagged and recorded before deployment; maintains an accurate database of all tagged equipment and performs periodic inventory. Maintains security of inventory or items passing through. Work consists of tasks which are clear-cut and directly related, and actions required are obvious or may be determined by routine observation. Work contributes to the accuracy, reliability, and acceptability of products and services. Applies knowledge of automated and manual inventory stock control procedures and processes to enter, correct and retrieve standard and specialized reports, basic procurement practices, general office practices, basic arithmetic and operation of warehouse equipment and automated inventory management software. Follows procedures and applies standard solutions to a range of common or recurring problems. Interacts with people inside the organization (primarily) to exchange routine information; incidental contacts outside of the organization (e.g., vendors, parcel carriers and the public). Performs other duties as assigned.

Assignments are made in terms of specific instructions. Incumbent carries out the work step-by-step in strict adherence to established policies and procedures, resolves routine work problems by selecting and applying the appropriate guidelines, and brings new or uncommon problems to the supervisor, or a more experienced employee for guidance or resolution. Work is subject to check-in process and upon completion for conformance with instructions and other guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

### Examples of Important Duties:

1. Conducts physical inventories and adjusts stock levels to maintain prescribed levels.
2. Assists with searching catalogs, records, or other data sources to obtain authorized substitutes for stock items. Processes requisitions from the automated inventory software. Responds to routine inquiries from employees, and vendors regarding status of deliveries, invoices, packing slips, work orders, and related information.

## The Maryland-National Capital Park and Planning Commission

TITLE: Clerical/Inventory Technician

GRADE: C04

DATE: 3/18/2024

SERIES: General Clerical

CODE: 1153

EEO: Administrative Support

FLSA: Non-Exempt

3. Receives parts and materials and unloads, unpacks and places parts and materials in assigned locations; counts and sorts incoming articles to verify receipt of items as specified on purchase orders, purchase cards, or other documents; examines received goods to check for damages and verifies conformance to specifications.
4. Provides stockroom security. Controls access to stock room, locks doors and takes precautions to prevent theft, damage or loss of materials.
5. Tags and records all equipment (e.g., computers and other electronic information technology equipment) before deployment; maintains an accurate database of all information technology tagged equipment and participates in periodic inventory.
6. Participates in the removal of retired or disposed equipment from inventory databases, as appropriate.
7. Notifies information technology staff when equipment is ready for deployment (e.g., iPads, laptops, desk computers, printers, scanners).
8. Assists with tracking equipment resale processes (i.e., GovDeals).
9. Performs mail processing and distribution functions for the unit; loads stock onto light Commission vehicles and delivers, returns, and picks up mail and other parcels.
10. Processes various types of mail including but not limited to express, first class and inter-office; utilizes software to produce mailings and comply with postal standards; and ensures mail is picked up and distributed according to specific schedules and mail record books are completed accurately with recipient's signature (manual or electronic) as required.
11. Utilizes postage meters on a regular basis.

### Important Worker Characteristics:

- A. Knowledge of (1) automated and manual inventory stock control procedures and processes to enter, correct and retrieve standard and specialized reports; (2) basic procurement practices; (3) general office practices; (4) basic arithmetic; (5) operation of warehouse equipment and automated inventory management software; and (6) Commission organization, policies and procedures\*.

*\*Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill and ability to (1) understand a system of procedures; (2) calculate fractions, decimals and percentages; (3) organize work efficiently; (4) ability to type or enter simple data in written or numerical material; (5) generate reports as scheduled; (6) provide courteous customer service; and (7) count inventory, enter into a database and organize mail by zip code.

## **The Maryland-National Capital Park and Planning Commission**

TITLE: Clerical/Inventory Technician      GRADE: C04      DATE: 3/18/2024  
SERIES: General Clerical      CODE: 1153      EEO: Administrative Support      FLSA: Non-Exempt

- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include applying principles to solve practical problems; notifying higher level staff or supervisor of damaged goods received and processing to contact vendors; recommending a change in mail route for more expedient delivery.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include writing routine reports and correspondence; understanding postal and parcel rates and accurately applying them to mail and packages; and assisting and tracking equipment for resale.
- E. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise and specialized software.

### Minimum Qualifications (MQs):

- 1. High school diploma or a Certificate of General Educational Development (GED).
- 2. An equivalent combination of education and experience may be substituted.
- 3. 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:

Works in an office setting. Duties involve a moderate degree of risk and discomfort when loading and unloading equipment, operating vehicles or handling equipment for delivery and movement of equipment, parts or supplies. Employees utilize accepted safety precautions necessary to avoid injury to self and items handled and wear appropriate safety gear such as safety shoes and eye protection as needed. Ability to lift 49 pounds.