

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Clerical/Inventory Technician GRADE: C06 DATE: 3/18/2024
SERIES: General Clerical CODE: 1154 EEO: Administrative Support FLSA: Non-Exempt

Class Definition:

Under general supervision, performs moderately complex clerical duties associated with providing and storing supplies, equipment, parts and other materials for a division or department. Oversees and performs mail processing and distribution functions; loads stock onto light Commission vehicles and delivers, returns, and picks up mail and other parcels. Ensures mail is picked up and distributed according to specific schedules and mail record books are completed accurately with recipient's signature. As required, oversees stockroom operations, reorders supplies, parts and materials, conducts physical inventories and corrects on-line balances. Provides work direction and assistance to other staff in the storage and distribution of stock items in accordance with established procedures. Receives parts and materials and unloads, unpacks, and stocks parts and materials in assigned locations; counts and sorts incoming articles to verify receipt of items as specified on purchase orders, or purchase cards, or other documents. Examines received goods to check for damage and verifies conformance to specifications and follows up with vendors as necessary. Operates materials handling equipment to move items. Utilizes an automated inventory database to maintain required levels of inventory (e.g., vehicle supplies, fuel and parts). Coordinates routine preventive maintenance and vehicle inspections; maintains vehicle logs and fuel records. Maintains preventive maintenance contracts and repair invoices. Maintains inventory of tools and small equipment and issues inventory to work crews for daily use; sends equipment to service shop for maintenance and repairs. Obtains bids, price quotes, and initiates purchase requisitions. Prepares specialized binding and collation services for the department and as needed, specialized photocopying requests; ensures reproduction equipment is maintained and in good working order and usage readings are performed and recorded as required. Places and records all service calls on equipment. Maintains inventory database of supplies, machinery and equipment. Provides stockroom security. As an individual contributor, work results in completed assignments that have an important impact on clerical/inventory operations of the unit or work program of assignment. Some work may be sensitive or confidential. Applies knowledge of automated inventory stock control procedures and processes, inventory disposal policies and procedures, use of various reproduction equipment, procurement, general office practices, basic arithmetic, basic vehicle maintenance, operation of a forklift, operation of mail software, operation of complex binding and collation equipment, heavy-duty cutters, folding machinery, and associated software. Follows procedures and applies standard solutions to a range of common or recurring problems. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties as assigned.

Assignments are made in terms of ongoing functional responsibilities and requirements of specific assignments. Incumbent independently plans and carries out the work in conformance with established policies and procedures and accepted office support practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guideline(s), keeps the supervisor informed and brings procedural exceptions to the supervisor's attention for guidance or resolution. Work is expected to be accurate, timely and consistent with guidelines – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and other factors.

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Examples of Important Duties:

1. Oversees stockroom and inventory operations; conducts physical inventories and adjusts stock levels to maintain prescribed levels. Processes paperwork for machinery and equipment disposals and trade-ins. 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 employees and vendors regarding status of deliveries, invoices, packing slips, work orders and related information. 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. Operates materials handling equipment to move items. Ensures security of stockroom, which involves controlling access to stockroom, locking doors and taking precautions to prevent theft, damage, or loss of materials.
2. Ensures all equipment (e.g., computers and other electronic equipment) is tagged and recorded before deployment and an accurate database is maintained of all tagged equipment; performs periodic inventory. Removes retired or disposed equipment from inventory databases as appropriate. Notifies information technology staff when equipment is ready for deployment (e.g., iPads, laptops, desk computers, printers, scanners). Tracks equipment resale processes (i.e., GovDeals).
3. Ensures mail processing and distribution functions; which involves loading of stock onto light Commission vehicles and delivering, returning and picking up mail and other parcels. Processes various types of mail including but not limited to express, first class and interoffice; utilizes mail software to produce mailings and comply with postal standards; 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). Utilizes postage meters on a regular basis.
4. Prepares binding and collation services for the department and as needed, as well as specialized photocopying requests. Operates printing and bindery equipment requiring specialized training such as heavy-duty cutters and 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. Completes basic, specialty and urgent reproduction requests within established timeframes. Ensures reproduction equipment is maintained in good working order and usage readings are performed as required. Places and records all service calls on all equipment (binding, reproduction, faxes). Maintains inventory database of all machinery and equipment to include make, model, serial number, fixed asset number and other related information. Obtains price quotes and prepares Request for Purchases for all machine and equipment supplies, paper, toner; and maintains minimum stock levels to ensure stock is not depleted.

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5. Performs fleet and motor pool duties including transporting vehicles to and from maintenance stations as well as maintaining logs and records. Records and reconciles fuel logs; compiles yearly vehicle fuel consumption rates and submits requisitions to the supervisor to reorder fuel as needed and oversees delivery. Maintains all preventive maintenance contracts and repair invoices.
6. Issues tools and small equipment to mechanics, trades workers and maintenance crews for daily use. Receives items returned. Keeps records of items issued and returned. Sends equipment to service shop for maintenance and repairs.
7. May perform repairs to small tools and equipment.
8. Submits computer generated reports to the supervisor such as usage, service and repair calls of warehouse equipment malfunctions and corrective actions taken. Generates automated inventory, procurement, accounts payable reports as requested.
9. Enforces and follows all federal and state regulations in operating equipment, machinery, tools and forklifts and other warehouse motorized or hydraulic equipment and wears appropriate safety gear. Enforces all Commission related safety procedures and updates evacuation plans, and maps as required.
10. May operate standard trucks to deliver goods or drive a motorized golf cart.

Important Worker Characteristics:

- A. Knowledge of (1) automated inventory stock control procedures and processes; (2) inventory disposal policies and procedures; (3) use of various reproduction equipment (photocopiers, faxes, scanners); (4) procurement; (5) general office practices; (6) basic arithmetic; (7) basic vehicle maintenance; (8) operation of a forklift; (9) operation of mail software; (10) binding and collation equipment, heavy-duty cutters, folding machinery, and associated software; and (11) 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) write routine reports and correspondence; (4) organize work efficiently; (5) type or enter simple data consisting of written or numerical material; (6) handle small maintenance tools and equipment; (7) general reports as scheduled; (8) track inventory; and (9) provide courteous customer service.
- 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; and notifying supervisor of damaged goods received and processing to contact vendors.

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- 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 communicating the status of requisitions and warehouse orders; communicating with vendors to discuss damaged or late deliveries; and resolving complaints or issues.
- 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 operating a computer, modern office suite software (such as MS Office), enterprise and specialized software, photocopiers, printers, faxes, scanners, collation and binding equipment, postage meters, and forklifts.

Minimum Qualifications (MQs):

- 1. High School diploma or a Certificate of General Educational Development (GED).
- 2. Four (4) years of office clerical experience (e.g., office support work, mail processing, reproduction/printing, or inventory maintenance and control).
- 3. An equivalent combination of education and experience may be substituted, which together total four (4) years.
- 4. 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.
- 5. 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 vehicle 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. Ability to lift 49 pounds. May be subject to various job demands such as high volume of work and tight deadlines.