



Class Description

Class Title: INVENTORY CONTROL CLERK

Class Code: 31

General Description

The purpose of this class within the organization is to oversee the stock control room; maintain inventory, supplies, and distribute supplies and equipment.

This class works under close supervision according to set procedures.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems.

Orders supplies from vendors.

Checks City buildings for needed supplies, and equipment.

Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.

Assists employees with check in/out of safety equipment cleaning supplies, tools and other equipment.

Procures safety supplies and parts for emergency repairs.

Evaluates requests for repairs or replacement of department-issued equipment.

Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves.

Maintains computerized records of all inventory for the department.





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Additional Duties:

Picks up, delivers and distributes inter-office mail.

Performs routine clerical duties, including data entry, answering telephones, and assisting other departments.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies or formats data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Serves others such as customers, attends to their requests and exchanges information with them.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.





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Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads routine sentences, instructions, regulations, procedures or work orders; writes routine sentences and completes routine job forms and incident reports; speaks routine sentences using proper grammar.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions, but with some variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs semi-routine work, following procedures, with occasional problems; requires normal attention for accurate results.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.





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The impact of errors is moderate – affects those in work unit.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness, and speed in the use of fingers, hands, or limbs in tasks involving very close tolerances or limits of accuracy.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses computers, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Vibration; fumes and/or noxious odors traffic; moving machinery toxic/caustic chemicals; explosives and violence.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.





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Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent.

Requires six months experience. Thorough knowledge of modern storeroom and inventory practices; general knowledge of the use and type of materials, supplies, and other items stocked in the assigned storeroom; general knowledge of computers and computer software; ability to keep records; ability to follow oral and written instructions; ability to work well with others. An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the position.

Preferred Qualifications – Bachelor's degree in computer science or related field and some experience with the issuance of materials and inventory of supplies.

Special Certifications and Licenses:

Valid Virginia Driver's License.

Americans with Disabilities Act Compliance

The City of Petersburg is an Equal Opportunity Employer. ADA requires the City of Petersburg to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

