



# Greenwood County, SC

## Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Inventory Control Clerk	Department: Public Works	
Pay Grade: 106	Revised: 7/1/15	

### **General Description**

The purpose of this class within the organization is to oversee inventory of supplies and parts necessary for the operation of the County. The position is responsible for shipping, receiving, inventory, maintaining Safety Data Sheets and record keeping.

This class works under close to general supervision according to set procedures, but determines how or when to complete tasks.

### **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:**

Prepares and processes purchase orders as requested by departments. Contacts vendors and equipment manufacturers to verify availability, suitability, and price of items.

Maintains inventory spreadsheet to manage items in stock, track incoming orders, and reorder depleted or low supplies.

Places orders for supplies and parts and picks up supplies purchased locally and out of town.

Receives incoming items, checks against invoices and purchase orders, unpacks, checks for damage, and updates necessary inventory records. Delivers items to storage facility or job site as necessary.

Organizes supplies and parts in storage facilities.

### **Additional Duties:**

Returns incorrect or unneeded purchases. Properly packs, notify vendors, and processes paperwork and computer data to reflect return.

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Prepares, packages, and ships equipment to be sent out for repair. Schedules regular maintenance for equipment that is brought to the office.

Answers telephones and performs various clerical duties as necessary.

Processes and manages records for blanket orders, CODs, and credit card payments.

Prepares monthly report.

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.*

Copies, transcribes, enters or posts data or 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 percentages.

### **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 frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many 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.

Working knowledge of automotive parts technology, including using parts diagrams and schematics to properly order and obtain parts.

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### **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.*

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 sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Equipment Usage:**

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

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

Responsible for the use of a County vehicle on a daily basis as needed to obtain parts and materials (at times out of town) and to transport personnel.

### **Unavoidable Hazards:**

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

Involves routine and frequent exposure to traffic; moving machinery.

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## **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. (Does not include safety of subordinates).*

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

## **Minimum Education and Experience Requirements:**

High School graduate or GED equivalent.

One year experience in inventory management OR an equivalent combination of education, training and experience.

## **Special Certifications and Licenses:**

Valid Driver's License

## **Americans with Disabilities Act Compliance**

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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