

INVENTORY CLERK

Job Description

CATEGORY: PLANT OPERATIONS
POSITION STATUS: FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY CODE: 68

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Under general supervision, maintains property control and inventory systems for the College, including the coordination of fixed assets and personal property, data entry of assets, coordination of moves and transfers of equipment, disposition of surplus and generation of asset reports in accordance with college, state and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains accurate and reliable information of college assets through a computerized system, including entering asset information, properly classifying assets, recording values, making adjustments in system as needed (e.g., transfers, dispositions, etc.), monitoring the life of assets to assure the maintenance of college property.
- Utilizes knowledge of applicable federal, state and College regulations and procedures.
- Acts as a resource for inquiries regarding college property by applying knowledge of rules governing asset management to convey information to staff regarding a variety of topics including surplus and disposition of equipment.
- Assists with the public sales and auctions of surplus property; prepares property for public sale; researches to ensure all property is clear for public sale; coordinates with auctioneer; prepares legal and display advertisements; and audits and monies from public sales.
- Identifies and stores reusable surplus property; maintains surplus property storage locations in an orderly manner.
- Coordinates the disposition of items no longer deemed necessary for College use in accordance with college, state and federal regulations through public sales via internet or other government agencies.
- Conducts periodic physical inventories; assists with physical inventory counts and verifications; processes changes, transfers and deletions; reconciles disparities in records and inventory; prepares reports; and maintains computerized history files.
- Tags fixed assets located throughout the College District.
- Prepares, generates and disseminates financial and other various reports (including documentation for the College's annual financial report) for departments and the College's administration, as requested.
- Ensures proper coordination and assists with surplus and equipment moves to and from various

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locations throughout the District and other external agencies.

- Accesses and retrieves information from the College's inventory system.
- Cross trains and serves as backup for other property management functions.
- Maintains a clean and safe workplace; follows safety procedures and uses proper lifting techniques to ensure personal health and safety.
- Participates in initial and ongoing training in the safe handling of chemicals and other potentially hazardous materials.
- Maintains interpersonal contacts with college staff and external agencies involved in asset procurement, transfers, disposition and donations.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of applicable federal, state and college regulations and procedures.
- Job requires well developed verbal and interpersonal skills to present and exchange technical information.
- Must have good math, recordkeeping, organizational, communication and typing/keyboarding skills.
- Must have the ability to perform accurate data entry/retrieval procedures.
- Must have the ability to read and comprehend college, state and federal regulations regarding areas of responsibility.
- Must have the ability to be detail oriented.
- Excellent customer service skills and interpersonal skills.

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- Ability to interpret campus maps and basic drawings.
- Ability to use a computer for email access and use.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- A high school diploma or G.E.D. equivalent.
- Two (2) years of experience performing inventory control, basic accounting/bookkeeping functions, or working with a comprehensive database.

PREFERRED EDUCATION AND EXPERIENCE

- Experience using the Colleague Inventory Module or an inventory module of another similar administrative system.

CERTIFICATES AND LICENSURES

- Valid Texas driver's license or must be able to obtain within 90 days of hire, and have an acceptable driving record, is required.
- Must be able to meet requirements for Forklift Driver certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is

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occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
 - Open Ended Answer
2. *Do you have a high school diploma or G.E.D. equivalent?
 - Yes
 - No
3. *Do you have two (2) years of experience performing inventory control, basic accounting/bookkeeping functions, or working with a comprehensive database?
 - Yes
 - No
4. Do you have experience using the Colleague Inventory Module or an inventory module of another similar administrative system?
 - Yes
 - No
5. *Do you have a valid Texas driver's license or can you obtain within 90 days of hire, and have an acceptable driving record?
 - Yes
 - No
6. Are you able to meet requirements for forklift driver certification?
 - Yes
 - No