

Job Title: Clerk – Inventory Control and Warehouse Operations



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 18

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 20, 2017
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to input, in an orderly manner, all aspects of the inventory control data received.

ESSENTIAL JOB FUNCTIONS

- Inputs all aspects of inventory data, including purchase orders, receipts, stock location dates, stock status, and inventory transfers.
- Maintains log for all movement of inventory.
- Reviews all warehouse orders input by schools daily.
- Performs research on inventory balances.
- Prepares computer output report for user benefit monthly.
- Assists supervisor in reviewing and entering textbook orders for state-adopted materials.
- Assists in printing and distributing daily pick lists and disbursements for all schools and departments.
- Processes food requisitions and print on-order report to verify status of orders with vendors weekly.
- Sorts and files all paperwork for delivery of materials to schools and departments daily.
- Communicates effectively with school personnel and departmental staff.
- Responds to inquiries and concerns in a timely manner.
- Maintains confidentiality regarding school matters.
- Provides timely and accurate reports to schools and departments.
- Works as a team member with schools, coworkers, or departments to solve problems.
- Provides data to resolve problems and provide service to requesting schools or departments.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or equivalent; Associate Degree or higher desired.
- Minimum of two (2) years of experience in Data Processing or equivalent experience.

- Must have experience in use of a computer terminal or personal computer.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of computer input, including processing, financial data, or inventory.
- Requires the ability to define problems, collect and organize data, establish facts, and draw valid conclusions.
- Requires the ability to communicate orally and in writing.
- Requires the ability to determine the approach for doing the work using provided guidelines.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to follow specific procedures that may result in interaction with co-workers, citizens, or other individuals.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

PHYSICAL DEMANDS

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, speaking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: