

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: INVENTORY CLERK

TITLE #: 1353

DISTINGUISHING FEATURES OF THE CLASS: The work involves collecting and maintaining inventory records for multiple departments within a municipality. Employees in this class must be able to verify existing inventories by locating, tagging and logging inventory items of all kinds. Basic computer entry skills are required to record inventories in centralized system. Works under direction of assigned supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Locates and identifies items to be included on inventory records, including items outside the administrative office such as public works equipment;

Tags items and records inventories on computer system;

Researches vouchers to verify acquisition dates, costs and serial numbers;

Records warranties, guarantees and service contracts for inventoried items;

Prepares computer reports as requested from the various departments;

Updates records with new acquisitions and purchases or disposal of property.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of English; working knowledge of office equipment; working knowledge of record keeping techniques; clerical aptitude; accuracy; ability to follow oral and written instructions; ability to establish and maintain good working relationships; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of high school equivalency diploma and six months of clerical experience.

NOTE: Must possess **at time of appointment** and maintain valid driver's license.

JURISDICTIONAL CLASS: Competitive

DRAFT: 6/12/96 kmg

ADOPTED: 6/17/96 kmg

REVISED: 7/16/03 ag