

**THE COUNTY OF SOLANO  
CLASS DESCRIPTION, 1999**

**INVENTORY CLERK**

**DEFINITION**

Under general supervision, operates and participates in the operations of a central stores facility; performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This class is characterized by the responsibility to manage a small central supplies and equipment center or participate in a larger stores operation. Incumbents requisition/purchase supplies and equipment, receive, store and distribute and may perform courier services. Assignments may be made in a general warehouse facility or a specialized operation such as a vehicle parts room. The limited scope of operations and variety of materials distinguish this class from Inventory Coordinator.

**EXAMPLES OF DUTIES**

Depending on assignment, duties may include, but are not limited to the following:

1. Maintains accurate inventory of existing stock; conducts annual and special inventories; adjusts inventory records to reflect actual stock; monitors inventory for unusual activity and reports to appropriate personnel; maintains database.
2. Orders/requisitions equipment and supplies; researches current prices, available discounts, delivery time and/or alternative supplies/equipment.
3. Places/receives and disperses orders of supplies/equipment; unpacks and checks supplies/equipment for condition; verifies quantity received and price noted on bill of lading; posts quantities received and issued to master inventory list; may make deliveries and/or perform courier services.
4. Maintains storeroom to meet fire, safety and health code requirements; evaluates available storage space and determines layout/location of stock; rotates stock to ensure that older items are used first; removes out-of-date items from shelves and direct disposal.
5. Performs minor maintenance/repairs on equipment; maintains work production and inventory records; may sort mail.

## **INVENTORY CLERK**

6. Answers multi-line telephone; refers callers, takes messages; runs errands; types, files and faxes; performs minor assemblies of material.
7. May operate forklift, pallet jack, dollies and various hand and electric tools.

### **QUALIFICATION GUIDELINES**

#### **EDUCATION AND/OR EXPERIENCE**

High school diploma or GED; supplemented by three (3) months of full-time work experience, including one (1) month of experience in basic inventorying practices that demonstrates possession of and competency in the requisite knowledge and abilities.

#### **KNOWLEDGE/ABILITIES**

Knowledge of purchasing practices and methods; standard sources of supplies/equipment pertinent to area of assignment; stock maintenance practices; fire, safety and health codes applicable to storage of assigned inventory; minor equipment repair methods; general office practices; inventory control practices.

Ability to organize and operate a storage facility; develop and implement operational stores procedures; communicate effectively; establish and maintain cooperative working relationships; prepare inventory reports; maintain accurate records and document actions taken; organize and prioritize work assignments; make routine arithmetical calculations; research technical reference materials.

#### **SPECIAL REQUIREMENTS**

None required.

#### **SUPPLEMENTAL INFORMATION**

Possession of or ability to obtain a valid Class C California driver's license is required.

Independent travel may be required.

## INVENTORY CLERK

### ADA COMPLIANCE

**Physical Ability:** Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks may require extended periods of time at a keyboard.

**Sensory Requirements:** Some tasks require visual and sound perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks may risk exposure to dust, temperature extremes, and wetness/humidity.

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Human Resources Director

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Date

Solano County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Solano County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.