

DEPARTMENT: SOCIAL SERVICES
CLASSIFICATION: COMPETITIVE
APPROVED: SEPTEMBER 15, 2022

INVENTORY/PURCHASING CLERK

DISTINGUISHING FEATURES OF THE CLASS: Maintains inventory systems and verifies receipt of new supplies, materials, and equipment. This position is responsible for the neat and orderly maintenance of the central storage area and its items by maintaining perpetual inventory records as to their receipt, inspection, storage, and disposition. The incumbent distributes supplies and equipment and performs manual and clerical duties involved in the ordering and issuing of supplies and required items for Social Services divisions. The incumbent works under the general supervision of an Account Clerical IV with leeway allowed for the exercise of independent judgment in carrying out the details of the job in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Receives, inspects, stores, delivers, and restocks supplies and equipment of the central storage area;
2. Identifies and attaches inventory tags to appropriate new equipment when received and maintains records for such items;
3. Conducts periodic inventories of all supplies and equipment of the central storage area;
4. Determines the actual existence and condition of central storage items by visual examination; Maintains appropriate inventory control levels;
5. Consults with appropriate Social Services divisions regarding their requested goods to be handled through the central storage area; provides detailed evaluations outlining quality and costs; utilizes an electronic departmental requisition system to order supplies; assists Social Services personnel in search, location, and retrieval of specific information related to supplies and equipment;
6. Prepares appropriate administrative reports;
7. Notifies appropriate division supervisor of depletion of stock and any unfilled orders; receives supply requests from appropriate persons and notifies of the inventory difficulties when unable to fill requests;
8. Checks supply and item specifications, prepares and processes appropriate purchase requisitions, verifies purchase orders and forwards to the county purchasing office; verifies receipt of orders by matching purchase requests to packing slips and invoices before forwarding to the Social Services accounting division;
9. Schedules delivery dates, follows-up on delayed deliveries of inventory stock and maintains contact with county purchasing office personnel throughout the entire purchasing process;
10. Processes USPS and inter-department mail for the Lockport Social Services office;
11. Operates standard office equipment in addition to postage equipment;
12. Assists with updating and maintaining inventory of all department equipment, supplies, property and records, and assists with the disposal of records in accordance with minimum retention record periods;
13. Acts as point of contact for all equipment repairs and maintenance by outside vendors;
14. Performs related clerical work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of practices and procedures used in maintaining inventory records including receipt, storage, maintenance and distribution of supplies and equipment; good knowledge of purchasing methods and procedures; good knowledge of fixed assets procedures and operations; good knowledge of office terminology and elementary account-keeping methods; ability to make routine arithmetic computation; skill in operating modern computer software at an acceptable rate of speed and accuracy; ability to maintain computerized records for inventory and purchasing; ability to effectively communicate in writing and verbally; ability to maintain records and prepare reports; ability to understand and follow oral and written directions; ability to lift at least fifty (50) pounds; accuracy; orderly; tactful; courteous; trustworthy; physical condition commensurate with the demands of the position.

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INVENTORY/PURCHASING CLERK CONTINUED

MINIMUM QUALIFICATIONS:

PROMOTIONAL: One (1) year of permanent competitive status as a Courier Inventory Clerk in the Niagara County Department of Social Services immediately preceding the date of examination.

OPEN-COMPETITIVE: Candidates must meet one of the following:

1. Completion of sixty (60) college credit hours; **OR**
2. Graduation from high school **and** two (2) years of full-time paid experience in supplies and equipment inventory control and purchasing.

NOTE: Degrees and/or credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT: Possession of a valid New York State Motor Vehicle License at time of appointment and throughout the duration of employment.