

Inventory Control Clerk

Position Details

Class Code: 3051

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: Pay Grade 47 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision, receives, stores, and processes materials in and out of a storage area.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Loads/unloads delivery vehicles, store stock, and maintains storage areas.
2. Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery truck or van.
3. Manages and coordinates inventory control operations of storage areas to ensure inventory is both accurate and up to date.
4. Coordinates with various vendors regarding current shipping records, details on expected incoming inventory, and verification of prior shipments.
5. Addresses any overages or shortages and recommends modification to future orders.
6. Develops delivery schedules for supplies and materials.
7. Completes deliveries by driving truck or van to and from vendors and various Clark County School District locations.
8. Maintains quality service by following organization standards.
9. Maintains truck or van by completing preventive maintenance requirements; arranging for services and repairs.

10. Cleans-up area after job is completed.
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves completing shipments by processing and loading orders.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to write legibly.
 2. Ability to learn and apply established procedures.
 3. Ability to work rapidly with numbers, codes, and symbols.
 4. Ability to perform strenuous physical work.
 5. Ability to read and understand instructions, documents, and reports.
 6. Ability to assist in the training of employees.
 7. Ability to operate material-handling equipment.
 8. Ability to work cooperatively with co-workers, supervisors, other District personnel, students, and the public.
 9. Ability to lift at least 70 pounds.
 10. Ability to recognize and report hazards and apply safe work methods.
 11. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. One (1) year experience in the receipt, storage, or issuance of materials from a centralized stockroom or warehouse.

Licenses and Certifications

1. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.

2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

Warehousing experience.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from date printed) issued by Department of Motor Vehicles.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Travel to and from Clark County School District facilities and schools.

Work Environment

Strength

Medium/heavy - Exert force 50-100 lbs., Occasionally; 25-50 lbs., Frequently; or 10-20 lbs., Constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, video display terminal (VDT) screens or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards. Furniture, office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicle, truck or van, hand trucks, pallet jacks, electric carts, computers, printers, fax machines, calculators, telephones, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 06/04/21
- Created: 05/09/14