

Jurisdictional Class: Competitive
Adopted: October 6, 1992
Revised: May 19, 2010

HIGHWAY INVENTORY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for performing duties at the Highway Department which include requisitioning, receiving, storing, and distributing a wide variety of supplies as needed by department employees, issuing equipment work orders, and maintaining a computerized vehicle maintenance management system and fuel inventories. An employee in this class is responsible for maintaining complete, accurate, and up-to date computerized records of all transactions and maintaining security of the storeroom and stockpile items. Responsibility also includes conducting periodic inventories to be sure that existing stock, and stock that has been issued, corresponds to computerized inventory records. The work is performed under the supervision of the Garage Supervisor. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains stockroom, stockpiles, and yard materials in a neat and orderly fashion;
Prepares orders for a wide variety of equipment and highway construction items for the Highway Department;
Prepares purchase requisitions which state the vendor, quantity, type, and cost of item to be purchased;
May contact local vendors, refers to catalogues, and uses a variety of sources when ordering unusual or specialized equipment and goods;
Contacts the Purchasing Agent by telephone or in person when placing difficult or unusual orders;
Receives incoming stock, checks these goods against the purchases orders to make sure they agree, and contacts the vendors and arranges for stock's return if it is not what was ordered;
Records invoices on computer, also all stock received, listing the items(s) received, the date of receipt, the vendor, invoice number(s), and any other needed information;
Performs periodic inventories of the existing stock;
Inspects goods received, verifies bills of lading, and approves for payment;
Maintains computerized vehicle maintenance management system and computerized fuel inventory;
Generates equipment work orders for Automotive Mechanics;
Handles day-to-day vendor traffic at the Highway Department;
Answers garage telephone, transfers calls, and takes messages.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Good knowledge of methods and practices used in ordering, receiving, storing, maintaining, and issuing supplies and equipment;
Good knowledge of inventory control methods;
Good knowledge of component parts of motor equipment;
Working knowledge of business arithmetic;
Knowledge of computer operation;
Ability to understand and carry out oral and written instructions;
Ability to keep records and prepare written reports;
Sound judgment.

Highway Inventory Clerk

MINIMUM QUALIFICATIONS: Graduation from high school or possession of high school equivalency diploma and either:

- (a) Three (3) years of experience receiving, requisitioning, storing, and controlling the inventory of automotive parts and supplies, *involving the use of typing, data entry, and/or computer input; or
- (b) Four (4) years of general clerical experience in purchasing and inventory control *involving the use of typing, data entry, and/or computer input; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: *Satisfactory completion of a high school course in typing, data entry, or computer will satisfy this requirement.