

# Classification and Qualification STANDARDS

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## Inventory Clerk

*Class Code: 1553  
Date Revised: 01-01-1978  
FLSA: Non-Exempt*

*Classification Standard Reformatted: 06-01-2013*

### **OVERVIEW:**

Under immediate supervision, Inventory Clerks perform a variety of clerical and manual tasks related to providing assistance in the property and equipment inventory control function of a campus.

### **TYPICAL ACTIVITIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Inventory Clerks assist in the maintenance of property accounts and inventory records, perform clerical tasks such as making log entries for equipment acquisition, transfer or salvage; prepare property cards, hand code and/or keypunch inventory information; and incidental typing and filing of various records and reports. Incumbents also participate in the conduct of physical inventories, move equipment, furniture, and supplies, and may operate motor vehicles in the process of moving equipment and furniture from one location to another.

### **MINIMUM QUALIFICATIONS:**

#### ***Knowledge and Abilities:***

Working knowledge of correct English grammar for use in simple sentence structure.

Ability to match names and numbers quickly and accurately; learn general office procedures and the operation of simple office equipment; use the touch method of typing; keep simple records; read and write at a level appropriate to the duties of the position; perform mathematical calculations; learn and apply inventory control methods and safe methods of moving supplies and equipment; and follow oral and written directions.

#### ***License:***

A valid California driver's license when necessary to perform the duties of the position.