

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Inventory Clerk

Class Code: 21122

Pay Grade: GB

A. Purpose:

Maintains perpetual and physical inventories by recording items received, sold, issued, or expended; orders, receives, delivers, stores, and issues items for a warehouse, supply room, agency institution or department.

B. Distinguishing Feature:

Inventory Clerk monitors and documents transactions and subsequent changes in the inventory and disperses or delivers stock. This position may act as lead worker and train new employees, but does not supervise.

Storekeepers prepare invoices, bill departments and agencies, and supervise the operation of a storeroom.

Purchasing Agents and Assistants prepare purchase orders and receive shipments.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Maintains perpetual inventory of items on hand to provide an accurate account of agency or department's properties.
 - a. Examines vouchers, sales tickets, and monthly accounting reports.
 - b. Deletes items disposed, sold, issued, or expended.
 - c. Adds items received.
 - d. Documents changes to existing items such as depreciation or renovation.
2. Conducts periodic physical inventories and records results for comparison with perpetual inventory records to ensure accountability for products.
3. Prepares reports including monthly or annual inventory reconciliation reports, surplus property reports, updated inventory and price reports, missing/stolen item reports, and other required reports to provide written documentation of inventory status.
4. Compares daily sales tickets or incoming orders with inventory files or requisitions, invoices or other forms to determine if shipment is correct and ensure proper receipt of merchandise.
5. Delivers goods, fills requisitions, and issues merchandise to supply agencies/departments with needed goods.
6. Receives, unloads, marks, and stores supplies and materials as they arrive to replenish inventory.
7. Maintain a cost-price file or computer file for each inventory to provide the exact worth of all properties of fiscal, budgetary, and taxation purposes.
8. Performs other work as assigned.

D. Reporting Relationships:

The incumbent does not typically supervise, but may provide work direction to staff.

E. Challenges and Problems:

Challenges include maintaining an accurate inventory and corresponding records of all stock on hand while dealing with infinite possibilities for errors in the inventory and continually changing costs and prices; maintaining accurate inventory records when items are improperly located, lost, or stolen; and maintaining adequate stock to meet institutional or agency demands and make timely deliveries of requested items.

Problems include improper orders, invoices, and shipments and customer demands, all of which create errors in the inventory count.

F. Decision-making Authority:

Decisions include whether to accept shipments; requisitioning of merchandise to replace stock; delivering, loading and unloading, and storing of items; issuing of goods; transferring of items and equipment; what will go on inventory system and when it will be posted; when to conduct physical inventories; and when to produce field reports.

Decisions referred include final approval of supply requests or orders for merchandise and for major equipment repairs; invoice/order/shipment discrepancies and corrective procedures; agency or supplier disputes over requisitions and orders; and invoices and policy decisions.

G. Contact with Others:

Daily contact with delivery personnel to receive supplies and invoices, agency or department staff to issue goods or receive information regarding inventory, and sales representatives concerning orders; frequent contact with surplus property staff, central duplicating staff, purchasing staff, accountants who review monthly reports and local police departments regarding stolen items.

H. Working Conditions:

Typical office environment or in a warehouse or supply room, with some duties performed outside in adverse weather conditions. The incumbent may frequently lift 50 pounds.

I. Knowledge, Skills and Abilities:

Knowledge of:

- basic physical inventory procedures;
- basic perpetual inventory procedures;
- commonly accepted receiving practices;
- purchase orders, invoices, requisitions and vouchers;
- filing systems;
- mathematics;
- warehouse and/or supply room procedures.

Ability to:

- follow instructions;

- make basic arithmetic computations;
- establish effective business and working relationships;
- understand, and use various cataloging systems;
- compare information and recognize discrepancies;
- prepare reports and keep records;
- lift 50 pounds repeatedly.