



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **INVENTORY CLERK**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee will be responsible for maintaining day to day inventory control. Employee will ensure that stock room is kept tidy and in order. Employee must possess organization skills be self-motivated and able to work with little or no supervision.

EXAMPLES OF WORK PERFORMED

Will be responsible to maintain current inventory logs and records on all supplies, fluids and fuel

Must be able to follow oral instructions
Good communication skills

Must be able to operate a copy, scan and fax machine

Must be knowledgeable with computers and various programs such as Microsoft Office, Adobe Acrobat etc.

Will be responsible for ordering supplies as needed; and requesting quotes either by phone or on line

Will be responsible for stocking in orderly fashion all supplies received

Must be technically proficient and may be required to learn how to expertly use employer's inventory software

Will be responsible to fill and process supply orders placed by co-workers

Must have extensive knowledge of parts and supplies

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from a junior college with an Associate's degree

One (1) year of experience in inventory control

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of inventory control processes and systems

Good organization skills

Knowledge of business or program terminology, methods, and procedures; of office procedures; and of spelling, punctuation, grammar, and arithmetic

Skill in using a personal computer and office equipment; MS Word and Excel

Ability to prepare and maintain detailed records, files, and reports; to type accurately at a speed consistent with work requirements; and to transfer stock from one location to another

Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred

Employee may be assigned other duties in addition to those listed: duties may change according to the changing needs of the County

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations