

Classification and Qualification



STANDARDS

The California State University System

Inventory Clerk

Class Code 1553

Date Established 07-07-73

Date Revised: 01-01-78

Occupation Index Reference H-8

DEFINITION:

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

Examples of Typical Activities:

The incumbents of positions in this class assist in the maintenance of property accounts and inventory records, performing clerical tasks such as making log entries for equipment acquisition, transfer or salvage; preparing property cards, hand coding and/or keypunching of 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:

Knowledges and Abilities:

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

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

and

Special Qualifications:

A valid motor vehicle operator's license when necessary to perform the duties of the position.

Work Week Group: 1
Premium O/T: Yes
Shift Differential: Yes
Employee Category: Non-Academic