

INVENTORY CONTROL CLERK

DEFINITION

Performs specialized clerical and data entry duties related to ordering, receiving, storing, and distributing a variety of supply items from a large warehouse.

TYPICAL DUTIES

Assists schools and offices by:

- Receiving and inputting order requests sent by e-mail and fax into a computer database
- Creating and processing purchase orders
- Processing online receivers in order for the Accounts Payable Branch to pay the vendors
- Locating commodity codes for the various items carried in the District warehouse
- Providing information regarding Procurement Card (P-Card) purchases
- Solving inventory related problems and answering general questions.

Maintains the accuracy of a computer-based inventory control system by inputting detailed information such as stock numbers, quantities ordered, delivery times, and minimum order quantities in it.

Checks purchase orders for delivery lead time, stock number and description, and quantity and price; and enters changes and corrections to the database.

Reviews purchasing contracts to establish and set up new item numbers, unit designations, minimum order quantities, and amounts ordered; computes conversion factors; and inputs these figures to the database.

Monitors all details of paperwork in process by comparing data with computer's visual display to identify errors; resolves errors by manual count, consultation with other offices, and review of order history; and corrects supporting documents or computer data as necessary.

Contacts District personnel and vendors to obtain and provide information about stock items such as availability, price, quantity ordered, ordering units, delivery dates, and backorders.

Expedites deliveries, partial shipments, and changes of delivery location by contacting vendors and school personnel.

Reviews original documents that set-up stock numbers, unit designations, descriptions, and conversion factors to resolve and correct errors.

Participates in inventory searches to correct stock designations and storage locations and to recover misplaced stock items, documents corrections, and inputs corrections to the database.

Composes correspondence and e-mails and speaks to vendors, schools, and District departments.

Maintains electronic and paper files containing data on new stock items, contracts, requisitions, computer input forms, and other documents.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Inventory Control Clerk performs a variety of inventory control and related clerical duties; codes update forms to change data in computer files, processes supporting documents, and communicates details of inventory status to District offices, schools, and vendors.

An Inventory Control Analyst performs specialized duties related to warehouse and distribution inventory analysis, corrects computer-generated reports, and applies independent judgement to establish and maintain optimum stock levels.

A Textbook Inventory Clerk performs a variety of textbook inventory control functions, assists school personnel with textbook procedures, barcodes books and enters data in computer files, processes supporting documents, and communicates details of textbook inventory status to District offices, schools, and school site administrators.

SUPERVISION

General supervision is received from a Senior Procurement Customer Service Supervisor. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Purchasing and warehousing terms
- Office practices and procedures
- Numerical codes and data
- Computer software programs such as word processing, spreadsheet, database, and email

Ability to:

- Apply rules, procedures, and formulas to numerical data
- Type numeric data on standard forms and form letters
- Perform routine arithmetic computations
- Operate a 10-key number pad
- Organize files and keep accurate records
- Work effectively with employees and the public
- Utilize various computer software programs such as word processing, spreadsheet, database, and email
- Communicate effectively orally and in writing
- Type rapidly and accurately using a computer keyboard

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Six months of experience that involved updating a computer database for a warehousing or storekeeping function

or

One year of experience in detailed clerical work in warehousing, storekeeping, purchasing, or stock accounting

or

One year of experience with the Los Angeles Unified School District performing detailed clerical work involving ordering, expediting, receiving, or record keeping functions for the acquisition and disbursement of supplies and equipment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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JPK