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## Auburn University Job Description

Job Title:	<b>Inventory Control Clerk</b>	Level I	Grade 27 \$20,300 - \$33,800
Job Code:	<b>NA05</b>	Level II	Grade 28 \$22,300 - \$37,200
FLSA status:	Non-exempt		

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### Job Summary

Performs duties to requisition, purchase, ship, receive, inspect, store, issue, and deliver materials, equipment, and supplies.

### Essential Functions

1. Performs daily, monthly, and/or quarterly inventory of warehouse and storage areas.
2. Receives items for stock room inventory, completes all necessary documentation, and compares inventory cost and quality.
3. Issues inventory items to customers by a computerized system.
4. Delivers materials to customers and job sites.
5. May perform accounting procedures related to invoicing, charges, receiving, inventory, database input, and various reports.
6. May purchase and pickup emergency materials.
7. May purchase high volumes of materials within university and state guidelines under the direction of the department head.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Duties require basic physical and mental skills and abilities, including use of hand tools, power tools or other equipment and use of basic math or reading skills.	Follows detailed instructions and procedures.	High school diploma or equivalent.
II	Duties require basic or advanced physical and mental skills and abilities, including use of hand tools, power tools, heavy machinery or other equipment and use of basic or intermediate math, reading or writing skills. Duties may require personal protective gear and/or knowledge of special safety or regulatory procedures.	Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently.	High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

**Level I** High school diploma or equivalent.

**Level II** High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

High School Diploma or equivalent

#### Focus of Experience

Experience in inventory control

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

#### Certification or Licensure Requirements:

Valid Driver's License required and forklift certification may be required for specific positions.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012

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