

# **MATERIAL CONTROL CLERK II**

**Department: Public Works**  
**Classification: Competitive**  
**Specification Number: 3775**  
**Approved: 4/19/24**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

**Either:**

- a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's degree; or,**
- b) Graduation from a standard senior high school and two (2) years of clerical, mail processing or inventory control experience; or,**
- c) An equivalent combination of education and experience as defined by the limits of (a) and (b).**

### ***PROMOTIONAL***

**One (1) year of permanent competitive status as a Material Control Clerk I.**

## **NECESSARY SPECIAL REQUIREMENT**

**Candidates are required at the time of appointment and during employment in this title to possess a valid New York State Driver's license.**

## **DISTINGUISHING FEATURES OF THE CLASS**

**Under general supervision, an employee in this title performs clerical and manual work related to the receiving, storage, inventory control and redistribution of supplies, equipment, mail and parcels. Work is performed under the supervision of a Material Control Clerk III. Assignments are received in the form of verbal or written orders, or in the form of material to be received, sorted and stored or records to be maintained. Work is reviewed for accuracy of record keeping, effectiveness of mail handling and expeditious distribution of warehoused items. Does related work as required.**

## **TYPICAL WORK ACTIVITIES**

- Maintains varied inventory and postal records for bulk items, equipment and mail;**
- Fills requisitions and issues stock items; receives, unpacks and stores goods and supplies; checks contents against packing slip, requisition or purchase order; notes shortages and over shipments; records data on file cards;**
- Files packing slips, requisitions, purchase orders and postal receipts;**
- Sorts, distributes and collects mail and parcels; processes mail through postage meter; bundles mail for delivery to post office;**
- Conducts on-site physical inventory of assets; assembles data and prepares or assists in the preparation of periodic reports;**
- Loads and unloads supplies and mail; may transport and deliver material on established routes or specified destinations; takes meter to postal authorities to be reset;**
- May operate automated copying equipment in a facility offering quick-copy services;**
- Cleans storeroom area and keeps material in order.**

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

**Some knowledge of storeroom and inventory methods and procedures; ability to read, copy and record figures; ability to add, subtract, multiply and divide numbers; ability to carry out detailed written or oral instructions; ability to identify and classify a variety of supplies and equipment; ability to make simple computer entries and corrections; physical condition commensurate with the demands of the position.**