

# **MATERIAL CONTROL CLERK I**

**Department: Public Works**  
**Classification: Competitive**  
**Specification Number: 3770**  
**Approved: 4/19/24**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

Graduation from a standard senior high school or possession of a high school equivalency diploma.

## **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 or Commercial Driver's license.

## **DISTINGUISHING FEATURES OF THE CLASS**

Under direct supervision, an employee in this title performs both clerical and manual work related to the receiving, storage, inventory control and redistribution of supplies, equipment, mail and parcels. Duties include record keeping, lifting and moving heavy objects and operating an automobile or small truck to make deliveries or to conduct on-site inventories. Supervision is received from a higher-level Material Control Clerk. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Receives, unpacks and stores goods and supplies; checks for damage of received goods; assists in checking incoming shipment against invoices, purchase order or requisitions;

Issues supplies on approved requisitions;

Enters additions and deletions on stock records and inventory control forms; assigns code numbers and affixes labels to assets of predetermined value;

Enters descriptive information on forms for entry into a centralized inventory control system;

Conducts physical inventory of assets; checks these assets against a master list; identifies and labels uncoded items; checks master list for accuracy by examining inventory control numbers against items of property; notes missing items for further accountability;

Sorts, distributes and collects mail and parcels; processes mail through postage meter; bundles mail for delivery to post office;

Loads and unloads supplies and mail; may transport and deliver material on established routes and/or specified destinations;

Takes meter to postal authorities to be reset;

Cleans storeroom area and keeps stock in order.

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

Ability to read, copy and/or record figures; ability to identify and classify a variety of supplies, equipment, mail and parcels for storage and distribution; ability to understand and carry out simple instructions; ability to recognize unacceptable variation from the standard and take emergency action to reject inputs and stop operations; ability to deal courteously and tactfully with Town personnel and the public; ability to make simple computer entries and corrections; physical condition commensurate with the demands of the position.