

# MATERIAL CONTROL CLERK III

Department: Public Works  
Classification: Competitive  
Specification Number: 3778  
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 and one (1) year of mail processing, inventory control or stock-keeping experience; or,
- b) Graduation from a standard senior high school and three (3) years of clerical, mail processing, inventory control and or stock-keeping experience.

### *PROMOTIONAL*

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

## 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 complex specialized clerical, manual and supervisory work related to the receiving, storage, inventory control and redistribution of bulk and packaged supplies, equipment, mail and parcels. Work in this title differs from the Material Control Clerk II title in that the incumbent is responsible for the day-to-day flow of diversified material. The employee may supervise a number of workers in a warehouse, or may work alone in a smaller facility having similarly complex inventory and records. Work is assigned in the form of general procedural instructions and performed under the general supervision of an administrative level supervisor, and is reviewed for compliance through reports and expeditious distribution of mail and warehoused items. Does related work as required.

## TYPICAL WORK ACTIVITIES

- Maintains inventory of warehoused material; keeps cumulative records of several variables such as item, amount dispensed or received, vendor, purchase order number, consumer, costs; keeps individual, simple ledgers of certain categories of material;
- Maintains inventory of insured and labeled assets; keeps manual or data processing account of location and purchase value of insured assets;
- Inspects received goods to assure compliance with purchase order and/or specifications; classifies assets and enters descriptive information into ledgers or onto forms for entry into computer;
- Plans and allocates space in warehouse for most efficient storage of material;
- Conducts inventory; compiles reports of stock on hand and documents shortages of missing assets;
- Issues supplies on approved requisitions or other established procedures;
- Keeps accounts of charges against budget code; may use calculator to verify charges;
- May operate or supervise the operation of an automated copy machine in a facility offering quick-copy service;
- Replenishes depleted stock; requisitions material through central purchasing office or directly from vendor;
- Makes recommendations for improving stock flow, storage or record-keeping;
- May supervise lower-level Material Control Clerks, Laborers and other personnel performing manual or clerical duties in the storage facility.

## KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the procedures of store-keeping, inventory control and record keeping; good knowledge of arithmetic to make calculations involving fractions decimals and percentages; ability to apply principles to solve practical everyday problems and deal with a variety of variables in situations; ability to interpret a variety of instructions furnished in written, oral and schedule form; ability to supervise the work of personnel in a tactful and effective manner; ability to deal with Town personnel in a tactful and effective manner; ability to make simple computer entries and corrections; physical condition commensurate with the demands of the position.