Georgia State University

Job Specification

Job Title: Inventory Clerk

BCAT Code: 09TXB4  Effective Date: April 1, 2007
Pay Grade: G05  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Performs entry-level duties involved in maintaining inventory records for the University, such as screening, receiving, storage, counting, and redistributing Georgia State University (GSU) property or surpluses.

Examples of Duties
- Assists in maintaining computer records of items delivered and received through an automated inventory system.
- Assists in compiling data from sources, such as contracts, purchase orders, invoices, requisitions and accounting records.
- Writes, types or enters information into computer to maintain inventory records.
- Assists with counting material, equipment or supplies in stock, and posts the totals to the inventory records.
- Assists in verifying clerical computations against the physical count of stock and adjusts errors in the computation or count.
- Stocks and issues materials and supplies.
- Utilizes forklifts to remove items from delivery trucks.
- Assists in preparing requisitions, orders or other documents for purchasing or requisitioning new supplies and materials.
- Assists in maintaining files of incomplete and complete field purchase orders.
- Assists in compiling information on the receipt or disbursement of materials or supplies, and computes the inventory balances.
- Assists the department in special projects as needed.
- Performs general clerical duties as needed; opens and distributes mail.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of basic computer applications to track inventory.
- Knowledge of GSU campus locations preferred.
- Some knowledge of office practices, policies and procedures.
- Ability to operate a forklift.
- Ability to lift up to 50 lbs. or more.
- Ability to maintain accurate records.

Minimum GSU Hiring Standards
High school diploma or GED. A valid Georgia driver’s license is required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources  Classification Section