

CITY OF CHATTANOOGA
Classification Specification Title: Inventory Clerk

Department: Police

Pay Grade: GS.04

Supervision Received From: Police Fleet & Facilities Mgr.

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/26/07

Revision Dates: 4/2/25;

12/6/24; 10/20/23; 3/21/12

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for ensuring an adequate inventory of supplies, parts and related items. Duties include receiving and purchasing, stocking shelves, tracking supplies and placing orders as needed; obtaining price quotes; distributing or issuing supplies and equipment to employees and running reports of inventory. May receive/transport interoffice mail, cash deposits, equipment or supplies to and from multiple locations. Work requires close supervision (although most tasks are so routine that little supervision is required).

SERIES LEVEL: The Inventory Clerk is the first level of a three-level materials management inventory series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Processes a variety of paperwork including packing lists, invoices and other related records.

Enters and maintains computerized database files; prepares related reports from records.

Procures inventory, facility and vehicle maintenance supplies.

Places orders with vendors; tracks orders; receives and verifies accuracy of vendor packing lists; restocks shelves with incoming inventory and contacts and resolves inconsistencies with vendors.

Maintains warehouse organization of applicable inventory items and facilitates changes to improve ease and efficiency of parts locating; receives and disburses inventory items; prepares for physical inventory and cycle counts.

Prepares vendor returns; ensures proper credits are applied by vendors.

Reviews and updates work orders, checking for accuracy of inventory parts required for the work to be completed.

Prepares purchase orders for payment; verifies product, prices and quantity for all inventory, supplies and other applicable items to ensure timely payment.

Monitors inventory on hand; prepares purchase order requisitions and checks materials for proper quantity and records and files information using computerized and manual inventory control systems.

Compiles and prepares a variety of reports related to inventory activities and operations in the assigned area of responsibility.

Cleans warehouse and organizes inventory stock, tools, equipment, facility and office supplies. Performs minor repairs on tools and equipment utilized to perform duties.

Responds to requests for information from internal staff, the general public, external entities and/or other applicable individuals regarding the assigned area of responsibility.

Picks up and delivers a variety of items to various City locations, job sites and/or vendors.

Receives, accepts and unpacks incoming materials and supplies; checks delivery receipts against the purchase order and places incoming supplies and materials in assigned location.

May operate computerized scales to weight vehicles and/or other related items; inspects items to ensure compliance with applicable regulations and standards.

Performs a variety of administrative activities in support of departmental operations which may include answering phones; taking and disseminating messages; faxing; making copies; filing and/or performing other related activities.

May be required to use, carry and answer their cell phone as determined by their job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS: High School Diploma or GED and one (1) year of clerical or inventory or any equivalent combination of education, training, and experience.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

KNOWLEDGE & SKILLS: Knowledge of inventory control practices and procedures; warehousing principles; basic procurement practices; general office principles and practices; modern office equipment; mathematical concepts and inventory and supply storage and maintenance practices.

Skill in monitoring, maintaining and controlling inventory; maintaining databases; maintaining warehouse organization; operating modern office equipment; keyboarding; conducting material, supply and related inventory research; locating optimum prices on inventory; using a computer and related software applications and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to extreme temperatures.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.