

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 7289  
Pay Grade: D10

FLSA: Non-Exempt

**SENIOR MATERIEL CONTROL CLERK**

**MAJOR FUNCTION:**

Performs highly responsible lead clerical work in a specialized area requiring independent judgment in applying established methods to particular situations. Performs a variety of tasks involving the ordering, receiving, and distribution of goods and the coordination of related office activities. Work is performed under general direction and is measured through internal and external audits.

**DUTIES AND RESPONSIBILITIES:**

- Inputs and retrieves data through the use of computer terminals.
- Participates in cycle counts and annual inventories.
- Reconciles inventory discrepancies through the researching of files and related documentation.
- Interprets established rules and regulations of assigned unit; advises public and employees of departmental policies and procedures.
- Maintains files/logs within assigned area.
- Analyzes statistical data and computer runs involving usages, reorder quantities, and packaging.
- Initiates requisitions, analyzes receivers, and approves for payment.
- Makes mathematical calculations pertinent to unit conversions of weight, volume, and measurement.
- May concentrate for long periods of time on detail work.
- Coordinates work flow; assists supervisory personnel in setting priorities and adjusts work assignments as needed.
- Compiles section paperwork such as receive information, purchase requisitions, contract requisitions.
- Is responsible for purchase order files and monthly reports.
- Acts as section liaison with Computer Hot Line.
- Assists Director and receiving personnel in troubleshooting problem orders.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from a standard high school or possession of a GED, plus four (4) years progressively responsible office experience, including one (1) year of inventory/materiel control experience. Demonstrated proficiency in mathematics.

ISSUED: 5/91 PBL; BOARD APPROVED: 6/26/91; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 6/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

## SENIOR MATERIEL CONTROL CLERK

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Senior Materiel Control Clerk - NR