



Classification: Clerk III - Budget and Procurement Division

Title Code: V00003

Pay Range: 12

POSITION SUMMARY:

This is standardized manual and clerical work in receiving, handling, recording, storing, and shipping of the Patrol's warehouse merchandise to and from all Patrol locations across the state. An employee in this position will be responsible for performing the duties of the Property Inventory Controller when necessary. The employee in this position works under general supervision and is expected to adhere to established rules, policies, and procedures.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Assists in the training of Clerk I and II employees; serves as a lead worker and provides technical guidance in the supervisor's absence.

Operates supply inventory system to receive, inventory, and issue supplies from the warehouse received via electronic requisition.

Assembles, packs, and transports stored merchandise; delivers supplies locally and statewide by state vehicle.

Operates forklift, pallet jack, etc., in the moving of supplies and equipment.

Operates computerized engraving systems.

Assists with walk-in traffic and answers telephone inquiries and maintains clerical records.

Places goods into inventory; assists in maintaining on-line inventory storage levels and in taking physical inventory of maintained stock as required.

Assists with the disposal of state-owned property by transporting it to State Surplus.

Operates basic office equipment (e.g., computer terminal and keyboard, on-line inventory management software, telephone, copy machine, etc.).

Performs basic cleaning duties of the warehouse (e.g., straightens boxes, picks up trash, etc.).

Drives Patrol vehicle to pick up and deliver parcels, boxes, etc., to and from all Patrol locations within the state.

Assists with the job duties of the Property Inventory Controller when necessary, to include: entering and removing non-expendable assets using the applicable tracking systems and tagging of new equipment and annual inventory on non-expendable items.

Operates high volume copiers, collators, folders, and other printing equipment in the Patrol printing facility as needed.

Performs other related work as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of storeroom methods and procedures.

Considerable knowledge of storeroom inventory methods and procedures.

Considerable knowledge of operating and maintaining on-line inventory management software.

Ability to learn to operate and maintain on-line inventory management software.

Ability to understand and follow oral and written instructions.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to operate a motor vehicle within the State of Missouri guidelines.

Ability to operate a motor vehicle within the State of Missouri guidelines.

Ability to operate a forklift to include a manual and/or electric pallet jack and other moving equipment.

Ability to operate basic office equipment as listed in the description of duties.

Ability to exercise judgment and discretion.

Ability to work independently with general supervision.

Ability to obtain and maintain a Class B Commercial Driver's License (CDL), with an air break endorsement.

Ability to operate equipment requiring a Class B Commercial Driver's License (CDL), with an air break endorsement

Must be able to work long hours while standing.

Ability to work outdoors, operate a vehicle, and transport assigned materials/equipment in inclement weather.

Possess physical strength to permit the lifting, moving, and/or carrying of heavy objects in excess of 75 pounds.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to work with materials that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

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MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from high school or possess a GED and at least two years of experience as a Clerk II or comparable experience with on-line inventory management systems or delivery/storekeeping procedures.

NECESSARY SPECIAL REQUIREMENTS:

May be required to possess or obtain a Class B Commercial Driver's License (CDL) with an air brake endorsement within a six-month probationary period and maintain throughout employment.

Possess a valid drivers' license.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.