

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Inventory Clerk III  
Code: 6462  
Salary Grade: 55  
FLSA Status: Non-Exempt  
Department/Division: Inventory/Capital Assets  
Reports To: Inventory Manager

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## *Summary*

- Function: To perform responsible clerical work, extensive research, equipment reconciliation and supervisory skills in connection with maintaining data integrity in three complex campus-wide inventory systems.
- Scope: Responsible for assuring equipment data system integrity, accuracy reporting, reviewing all campus-wide purchase requests, importing/exporting and reporting on data, coordinating equipment requirements/transactions, maintaining property accounting records, adjusting property records and disposing of items on inventory records.

## *Duties*

- Typical:
  1. Review all campus-wide purchase orders for controlled/capital items.
  2. Reconcile inventory and accounting data for the Annual Financial Report.
  3. Process surplus transfers, turn-ins, disposals and monitor state transfers.
  4. Conducts extensive research for historical data; corrects transaction errors.
  5. Process accounting transactions, reports abuse and monitors compliance.
  6. Train customers on current policies, procedures and required forms.
  7. Create and presents instructional training information materials.
  8. Create the database template for the Annual Physical Inventory.
  9. Create management reports and spreadsheets from the databases.
  10. Create the reporting plan for conducting 20% equipment audits.
  11. Responsible for asset tagging/verification at geographically separated facilities/departments.
  12. Assist with updating the departmental website.
  13. Coordinate new requirements/updates for the Inventory Barcode Scanning and Tracking database.
  14. Perform other duties as assigned.

- Periodic:
  1. Respond in person to customer inquiries. Conduct spot checks of inventories on each department.
  2. Assist in training new Inventory Clerk I and II's.

***Education***

| <b>Required</b>   | <b>Preferred</b>  |
|---|---|
| High school diploma or GED with courses in accounting, inventory management or a related field. | Bachelor's degree in logistics management, accounting, business or a related field. |

***Other Requirements***

| <b>Required</b>                  | <b>Preferred</b> |
|----------------------------------|------------------|
| Valid Texas Driver's License.    | N/A              |
| Criminal Background Check (CBC). |                  |

***Experience***

| <b>Required</b>   | <b>Preferred</b>   |
|---|--|
| Five years of logistics, purchasing, or inventory experience. | Similar experience in a private, state or federal educational institution. |

***Equipment***

| <b>Required</b>   | <b>Possible</b> |
|---|-----------------|
| Personal computer, barcode scanner and standard office equipment. | N/A             |

***Working Conditions***

| <b>Usual</b>  | <b>Special</b>                             |
|---|--|
| Normal office conditions.   | Occasional exposure to weather conditions. |
| Requires occasional walking, squatting, pushing, lifting and stooping in restricted spaces. | May travel to other UTSA campus locations. |

***Supervision***

| <b>Received</b>                           | <b>Given</b>                       |
|---|------------------------------------|
| General review from immediate supervisor. | May direct assigned support staff. |

***Accuracy***

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| Proficiency in all phases of the duties performed. |
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.