

The University of Texas at San Antonio

Job Description

Job Title: Inventory Clerk I
Code: 6464
Salary Grade: 53
FLSA Status: Non-Exempt
Department/Division: Inventory/Capital Assets
Reports To: Inventory Manager

Summary

- Function: To perform responsible clerical work and limited research in connection with maintaining detailed inventory records in state and university databases.
- Scope: Responsible for the processing of data, data maintenance for inventory records, assigning property numbers, affixing identifying tags to equipment, tracking equipment deliveries, and disposing of inventory records.

Duties

- Typical:
 1. Assign property numbers and affixes identifying barcodes to equipment.
 2. Perform sample audits on Annual Physical Inventories.
 3. Perform data entry and limited research in inventory databases.
 4. Maintain inventory records and receipts on equipment off-campus
 5. Assist with the scheduling of training for Inventory Training classes.
 6. Perform clerical duties, such as filing, answering phones, mail retrieval and distribution, and customer equipment verifications.
 7. Process equipment transfers and location changes.
 8. Perform other duties as assigned.
- Periodic:
 1. Assist in the Annual Physical Inventory of equipment.

Education

Required	Preferred
High school diploma or GED.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
One year of accounting, purchasing, or inventory experience.	Similar experience in an educational institution.

Equipment

Required	Possible
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
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

Received	Given
Specific instructions and general review from immediate supervisor.	None.

Accuracy

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.
