

AgriLife Classification Description

Last Updated: 8/29/05

0220
PROPERTY INVENTORY CLERK
11/01/01

SUMMARY

General Description: Completes inventory, maintains property records, and performs spot checks to see that new items are numbered.

DUTIES

Typical: Takes complete physical inventory of departmental equipment by reviewing department's inventory printout and locating each piece of equipment assigned to the respective departments; reports equipment not located and each piece located but not on department printout; works with department personnel in locating missing equipment; replaces missing inventory numbers on equipment; makes spot checks on the numbering of equipment; performs related duties as required.

SUPERVISION

Received: Detailed initial instruction and frequent review from supervisor.

Given: None.

EDUCATION

Required: High school graduation or any equivalent combination of training and experience.

Preferred: None.

EXPERIENCE

Required: Two years in a responsible clerical position.

Preferred: None.