

**HIDALGO COUNTY
ROAD & BRIDGE
PAVED/UNPAVED**

2008 NOV 18
HIDALGO COUNTY
BUDGET OFFICE
PRN 1

JOB TITLE: Inventory Clerk

FLSA STATUS: NON-EXEMPT

DEPARTMENT: 122

CIVIL SERVICE STATUS: NON-EXEMPT

SUMMARY

Conducts physical inventory and maintains records of all fixed and moveable assets for Hidalgo County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reports unresolved discrepancies in writing to Field Operations Director.
- Maintains Precincts' property warehouse and prepares and maintains all paperwork involved in turn-in or issues of moveable assets.
- Serves as the Precincts' liaison with internal and external auditors regarding inventory of fixed and moveable assets.
- Compiles reports on missing or stolen property and provides detailed reports and information to law enforcement is a must.
- Prepares form to request purchase order for vehicle & equipment repairs, shop supplies, etc. As needed.
- Regular attendance is a must
- Ability to work well with others.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High School diploma or General Education degree (GED);
- Four (4) years of experience in a related field; or.
- Management/inventory control, data processing and bookkeeping/accounting and two (2) years of experience in a related field; or
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Texas Drivers License;
- Must be able to be insured by the County's Insurance carrier.