

HIDALGO COUNTY

INVENTORY CONTROL SPECIALIST III

GENERAL DESCRIPTION

Performs advanced inventory work; Maintaining Inventory to include machinery and equipment, properties, and other inventory as directed by management; monitoring inventory operations for compliance with established procedures; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees accounting records of purchases, applies inventory numbers to items as assigned by the purchasing department, and maintains inventory and stock control records and ensures that all Criminal District Attorney's inventory is labeled in compliance with County Fixed Assets Policies and guidelines.

Prepares inventory monthly reports for the review of the Administration Division in the Criminal District Attorney's Office.

Conducts (periodically) physical inventory count and reconciles with inventory books/logs.

Oversees levels of supplies and merchandise and recommends when orders are needed.

Oversees and maintains an inventory database including pictures of equipment, properties, vehicles, and other inventory at management discretion.

Disposes of surplus property, and arranges and rotates if necessary.

May prepare purchase orders as assigned.

Develops and maintains an efficient system of inventory management and control, and recommends improvements in compliance with County Fixed Assets Policies and guidelines.

Works with the Accounting Division in the Criminal District Attorney's Office to ensure that all seized assets are properly recorded upon entry and surplus of such in agreement with Court judgments.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years of experience in accounting or inventory control

Bachelor's degree in Business Management or Accounting

Experience may be substituted for one another

Knowledge, Skills, and Abilities

Knowledge of inventory practices, methods, and procedures.

Ability to transfer inventory from one location to another, and review inventory policy for compliance.

Ability to maintain good working relationships with County employees, representatives of outside agencies, and members of the public.

Ability to understand issues that relate aspects of and/or parts of a project to the overall circumstances and needs of the organization is also required

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to sit and use hands to fingers, or feel objects, tools or controls. The employee is required to stand; walk; reach with hands and arms; and stoop, kneel.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations