



**Job Specification**

**Job Title: Inventory Clerk**  
**BCAT Code: 510X GX**  
**Pay Grade: G05**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

---

**General Description**

Performs entry-level duties involved with maintaining inventory records for the university to include screening, receiving, storage, counting, and redistributing GSU property or surpluses.

**Examples of Duties**

- Assists with maintaining computer records of items delivered and received through an automated inventory system.
- Assists with compiling data from sources such as contracts, purchase orders, invoices, requisitions and accounting records; writes, types or enters information into computer to maintain inventory records.
- Assists with counting material, equipment or supplies in stock and posting totals to inventory records.
- Assists with verifying clerical computations against physical count of stock and adjusting errors in computation or count.
- Stocks and issues materials and supplies.
- Utilizes forklift to remove items from delivery trucks.
- Assists with preparing requisitions, orders or other documents for purchasing or requisitioning new supplies and materials.
- Assists with maintaining files of incomplete and complete field purchase orders.
- Assists with compiling information on receipt or disbursement of materials or supplies, and computing inventory balances.
- Assists department with special projects as needed.
- Performs general clerical duties as needed; opens and distributes mail.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of basic computer applications in order to track inventory preferred.
- Knowledge of GSU campus locations preferred.
- Some knowledge of office practices, policies and procedures preferred.
- Ability to operate a forklift.
- Ability to lift up to 50 lbs. or more.
- Ability to maintain accurate records.

**Minimum GSU Hiring Standards**

High school diploma or GED. Valid Georgia Driver's License.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*