

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

STOCK CONTROL CLERK (Inventory Clerk)

DOT: 219.387-030 / O*NET: 43-5081.03 SVP 5

Job Description: Compiles records concerned with ordering, receiving, storing, issuing, and shipping materials, supplies, and equipment (**no direct contact with materials or products involved**). *Physical Demands* - Mildly Active w/light lifting, carrying, or moving (up to 20 lbs); *General Educational Development* - R4 M3 L3; *Aptitudes* Average General Learning Ability, Verbal, Numerical, Clerical Perception, and Manual Dexterity.

CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate ability to appropriately compile data from sources such as contracts, purchase orders, invoices, and requisitions. (R, IN, S)
 2. Can demonstrate ability to accurately write, type, or enter data into computer to maintain inventory, purchasing, shipping, or other records. (IN,T)
 3. Can demonstrate ability to correctly issue or distribute materials/items to appropriate customer, department, agency, etc. (R, IN, S)
 4. Can demonstrate ability to keep back order file in established sequence and release back orders for issue or shipment, as stock becomes available. (R, IN, S)
 5. Can demonstrate ability to prepare requisitions, orders, or other documents for purchasing or requisitioning new or additional stock items. (R, IN, S)
 6. Can demonstrate ability to accurately compare nomenclature, stock numbers, authorized substitutes, and other listed information with catalogs, manuals, parts lists, and similar references to verify accuracy of requisitions and shipping orders. (IN, S)
 7. Can demonstrate ability to prepare shipping instructions and bills of lading. (IN, S)
 8. Can demonstrate proper techniques used to compile stock control records and information, such as consumption rate, characteristics of items in storage, and current market conditions, to determine stock supply and need for replenishment. (R, IN, S)
 9. Can demonstrate ability to review files to determine unused items and recommend disposal of excess stock. (R, IN,S)
 10. Can demonstrate ability to determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities. (R, IN, S)
 11. Can demonstrate ability to perform cycle counting and daily counting of materials. (IN, S, T)
 12. Can demonstrate ability to verify clerical computation against physical count of stock. (IN, S)
 13. Can demonstrate ability to adjust errors in inventory count and perform appropriate documentation. (IN, S)
 14. Can demonstrate ability to prepare reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued. (IN, S)
 15. Can demonstrate computer knowledge, including word-processing and other relevant hardware and software applications (R, IN, S, T)
 16. Can demonstrate ability to clean and maintain work area to ensure compliance with safety regulations. (S)
 17. Can demonstrate ability to communicate orally and in writing in an effective manner. (IN, I)
 18. Can demonstrate ability to work under stress to meet schedule deadlines. (I)
-