



Inventory Clerk

Salary: \$25.91 Step 1/ Non-Exempt
Cal-PERS Retirement/Excellent Benefits

Posting Date: March 17, 2023
Filing Deadline: April 07, 2023

JOB SUMMARY

Under general supervision, is responsible for the day-to-day function of decentralized parts room operation which includes requisitioning, receiving, issuing, storing, delivering, shipping and inventorying materials, supplies and equipment; maintains accurate inventory and Parts room records; coordinates recycling and surplus property programs; coordinates fuel and fluids programs; coordinates warranty programs and operates a variety of material handling equipment.

ESSENTIAL FUNCTIONS

Receives, unloads and inspects all shipments of materials, supplies and equipment, and stores in proper location; Verifies contents of materials received and conformance to purchase order specifications, noting any discrepancies; Inspects incoming materials for damage, wear or defect; Prepares appropriate paperwork when products cannot be received due to damage or no conformance to purchase order specifications; Prepares shipping notices and prepares items for shipment; Upon receipt, inputs purchase orders from packing lists into computer database program; Performs a variety of tasks regarding purchase orders in Trapeze or other materials management system; Maintains files and frequently ordered items; Conducts periodic physical inventory using manual and computer generated files and reconciles discrepancies; and other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

Methods and practices of general storeroom operations, including ordering, receiving, storing, requisitioning, taking inventory, and issuing materials, supplies and equipment; Principles and practices of basic computerized inventory control and inventory record keeping; basic math; customer service skills; and safe working practices, including safely lifting and moving heavy objects up to 50lbs anything heavier with proper equipment. Must be able to comprehend simple instructions, short correspondence, memorandums, and write simple correspondence.; communicate effectively; work independently and make sound judgments with established guidelines; enter and access information from computerized inventory control system; read, interpret, and analyze various computer-initiated reports; maintain accurate records; ability to operate a variety of material handling equipment and other equipment/vehicles safely.

MINIMUM QUALIFICATIONS & REQUIREMENTS

Graduation from high school or GED equivalent and two (2) years of experience as a parts/stock clerk or materials handler in a warehouse environment. Previous experience is preferred. **Excellent driving record**; licensed driver for 3 years; must possess valid California driver's license at time of application and meet all qualifications specified by the State of California for a Class B Driver's License; In accordance with the Immigration Reform and Control Act of 1986, must be prepared to offer documents to support employment eligibility. Safe driving criteria, as well as the number of DMV points within a prescribed timeframe, are used to determine if an application may be considered for further processing. Ability to obtain and maintain MST certification as a forklift operator.

FILING

Applications may be obtained from our Administrative Office at 19 Upper Ragsdale, Suite 200 in Monterey, the Salinas Transit Center at 110 Salinas Street in Salinas; One Stop Shop at 201 Pearl Street in Monterey or by visiting MST online at <http://www.mst.org>. Applications must be submitted with a DMV printout form K4. Please do not substitute any other type of DMV printout. Resumes will not be accepted in lieu of a completed application. **SUBMIT COMPLETED APPLICATIONS TO:** Monterey-Salinas Transit, Attention: Human Resources, 19 Upper Ragsdale Drive, Suite 200, Monterey, CA 93940. APPLICATIONS may be submitted online at <http://www.mst.org>.

ADA

Candidates who qualify under protection of the Americans with Disabilities Act and require a reasonable accommodation for applicant testing and/or examination, should notify the MST Human Resources at least one week prior to being scheduled for assessment.

EQUAL OPPORTUNITY EMPLOYER / AFFIRMATIVE ACTION EMPLOYER