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INVENTORY CONTROL ASSOC
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF COMMERCE
DIVISION OF REHABILITATION SERVICES
DDS CLARKSBURG OFFICE
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: CLARKSBURG DISABILITY DETERMINATION SECTION IS RECRUITUNG TO FILL ONE INVENTORY CONTROL ASSOCIATE POSITION. THE INDIVIDUAL SELECTED WILL BE RESPONSIBLE FOR UNLOADING INCOMING INVENTORY FROM VENDORS AND TRANSPORTING TO STOCKROOMS. MONITOR INVENTORY AND STOCK ITEMS RECEIVED IN STOCKROOMS. MAINTAIN RECORDS OF INVENTORY AND ASSIGN NUMBERS WHEN REQUIRED. DISTRIBUTE SUPPLIES TO STAFF AS NEEDED. SUPPLY THE MAIL ROOM WITH POSTAL SUPPLIES, MONITOR INK ON THE POSTAGE MACHINE, CHECK POSTAGE FUNDS BALANCE AND LOAD FUNDS AS NEEDED. COMPLETE REQUESTS TO ORDER SUPPLIES AND SECURE APPROVAL FOR PURCHASE. COMPLETE P-CARD ORDER FORMS AND SUBMIT TO VENDORS. RECEIVE AND RECORD ORDERS IN OASIS AND MONITOR INVENTORY OF SSA PHAMPLETS AND ENVELOPES AND USE THE SSA ORDERING SYSTEM TO ORDER THEM. MAINTAIN MAINTENANCE RECORDS ON EQUIPMENT AND HAVE MAINTENANE PERFORMED AS NEEDED. UPDATE INVENTORY OF STATE EQUIPMENT ASSIGNED TO DDS & REQUEST ITEMS BE ADDED OR REMOVED BY PROCUREMENT AS NEEDED. THIS OCCASIONALLY REQUIRES MOVING OR ASSISTING WITH THE MOVEMENT OF EQUIPMENT AND FURNITURE ITEMS. SUBMIT METER READINGS ON ALL COPIERS TO MANUFACTURERS ON-LINE AS REQUIRED AND SEND REPORTS TO SITE AUDITOR. REVIEW MATERIAL DATA SAFETY SHEETS (MDSS) FOR PROPER DISPOSAL OF CERTAIN ITEMS. PICK UP RECYCLED PERSONALLY IDENTIFIABLE INFORMATION (PII) FOR EACH UNIT AND STORE IN BINS UNTIL PICKED UP BY RECYCLE/SHREDDING COMPANY. ESCORT THE SHREDDING COMPANY ON PICK-UP DAYS. THIS INDIVIDUAL MUST BE EXTREMELY ORGANIZED AND BE ABLE TO OPERATE A COMPUTER AS WELL AS HAVE THE ABILITY TO LIFT MODERATE/HEAVY MATERIALS AND/OR EQUIPMENT FOR STORAGE, MOVING, OR SHIPPING. PERFORMS ALL OTHER WORK AS ASSIGNED.

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REQUIREMENTS: TRAINING: HIGH SCHOOL DIPLOMA OR THE EQUIVALENT.
AND
EXPERIENCE: TWO (2) YEARS OF FULL-TIME OR
EQUIVALENT PART-TIME PAID EXPERIENCE IN A CLERICAL
CAPACITY IN CONNECTION WITH LARGE-SCALE WAREHOUSE
OPERATIONS, OR IN HANDLING MATERIALS.

SALARY: PAY GRADE 007 \$21,699.96 - \$40,145.04

DEADLINE: JUNE 14, 2020

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MR. TERRY W. BLAIR
DIVISION OF REHABILITATION SERVICES
ADMINISTRATIVE OFFICE, 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS2045 ON APPLICATION