

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Data Control Clerk
Reports to: Inventory Manager
Department: Inventory Control
Date: April, 2002
FLSA Status: Non-exempt

General Purpose:

Responsible for entering and updating inventory data into the inventory control database and maintaining inventory filing systems in order to ensure the maintenance of correct stocking levels.

Essential Duties and Responsibilities:

- 85% Enters inventory data into inventory control database from work orders, receiving and inspection reports, purchase orders and other documents.
- 5% Maintains work order and transfer filing systems.
- 5% Balances input data and makes necessary adjustments.
- 5% Miscellaneous
 - Provides routine information to employees regarding inventory items.
 - Answers phones and relays messages.
 - Types requisitions.
 - Other duties as assigned.

Minimum Qualifications, Education and Certifications:

High school diploma or equivalent and one year clerical work experience. Demonstrated proficiency with computers and computer software. Must have valid Ohio driver's license and be insurable under AMHA policy.

Physical Requirements. 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:

Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 10 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

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

Office environment.

Employee Understanding:

The above job description was received, read and understood by me.

Employee's signature

Date

Supervisor's signature

Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.