

.....  
Class Specification for the Class:INVENTORY CLERKDuties Summary:

Monitors and maintains the inventory accounting system for the Department of Education (DOE); develops and recommends operating procedures; develops inventory forms; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects independent responsibility for controlling, coordinating and monitoring the inventory accounting system of the DOE in compliance with State and federal requirements relative to the Department's acquisition, transfer and disposal of equipment. The incumbent of the position in this class acts as a central point of control for the inventory input of the various offices in the DOE and accounts for reports on inventories, transfers, disposes of, and files claims for losses of all DOE equipment, supplies and texts. The incumbent develops inventory forms to meet the needs of the system, serves as the Department's resource person in all matters relating to the Department's inventory accounting system, and conducts training/informational sessions regarding changes in methods, procedures and policies.

Examples of Duties:

Coordinates and monitors the DOE inventory accounting system; maintains and controls the inventory recordkeeping of the Department through the use of computer printouts; develops, recommends and implements standards, methods and procedures; develops inventory forms; checks inventory change forms for correct coding, extensions and compliance with reporting requirements; batches and transmits various forms to the State computer center; creates work requests/job orders; corrects and distributes computer reports; conducts studies and reports findings and makes recommendations; maintains a master list of codes for location, item, make and fund; processes forms for the reporting of surplus equipment and transfers of equipment; processes forms for disposal of equipment, ascertains their correctness and compliance with policies and procedures, and recommends approval or advising requestor on requirements; reviews insurance claims and transmits to proper agency or company; provides information and assistance in insurance matters; conducts random checks to assure proper reporting of inventory; acts as resource person and provides information on inventory and related matters; reviews and/or prepares various reports including making mathematical calculations for reimbursements, etc.; conducts training sessions regarding changes in federal, State and departmental policies, procedures and methods.

Knowledge and Abilities Required:

Knowledge of: Pertinent methods, practices, regulations and procedures relating to the State's Inventory Management System; various clerical operations; office practices and procedures.

Ability to: Coordinate, monitor and control a major department's inventory accounting system; apply pertinent regulations and procedures; recognize the need for changes and recommend and implement new and/or improved methods and procedures; conduct studies and prepare reports of findings and recommendations; check forms for compliance with various requirements, correct coding and mathematical computations; develop forms; deal effectively with others; speak simply and directly to individuals and groups.

---

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class INVENTORY CLERK by the Department of Education Civil Service system.

DATE APPROVED: APR 18 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources