Title: Inventory Control Technician-9

Pay Scale Group: 58

FLSA: Non-Exempt

Essential Function

Assist specialist and supervisor in routine functions of the department.

Characteristic Duties

1. Accept, catalog, stock, and release items. Perform routine tests on supplies and equipment, refurbishes equipment.

2. Assist in organizing and labeling inventory items. Dispense items in absence of specialist or supervisor.

3. Perform data entry; assist in inventory counts.

4. Receive items from shipping companies

5. Return items as instructed.


7. Perform related duties based on departmental need.

Unusual Working Conditions

- N/A

Minimum Qualifications

- High school diploma or GED equivalency and at least three months inventory control experience.

Last updated: January 1998

An affirmative action/equal opportunity institution