

CONTROL CLERK II*

DISTINGUISHING FEATURES OF THE CLASS: This is semi-technical and clerical work of a moderately complex nature, which involves a responsibility for the accuracy of data and supply distribution services. The work is performed under the general supervision of an administrator and work guidance (e.g., lead work) may be given to a small number of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews and examines source material, reports, prepared documents and other material for accuracy, appropriateness, etc.;

Prepares and/or revises input documents from various source materials and verifies accuracy of same;

Maintains logs and other controls of source materials sent to the Data Processing Center;

Maintains inventory of data processing forms used by units;

Maintains building inventory of office equipment, supplies and furnishings;

Works with the Office Services Supervisor to maintain a record of items added or deducted from building inventory;

Acts as a liaison between the purchasing department and staff for all purchases and reviews information with supervisor;

Assists with mail and messenger services;

Assists and coordinates the receipt and distribution of supplies and equipment;

Prepares and assists with processing purchase requests for both capital and expendable items;

Makes recommendations to improve operations;

May act for and in place of the Office Services Supervisor in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of electronic data processing equipment, work procedures and program formats; good knowledge of the principles and practices involved in the operation of messenger and supply distribution services; good knowledge of office terminology; good knowledge of the principles and practices of receiving, storing, maintaining and issuing supplies; good knowledge of manual inventory control methods; ability to perform clerical functions; ability to understand and carry out written and oral instructions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years data processing or clerical experience.

NOTE: Additional years of the above experience may be substituted for high school on a year-for-year basis.

*This reflects a retitling from Control Clerk.