

ELECTRONIC EQUIPMENT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves the ordering and inventory control of equipment and supplies utilized by technicians in the maintenance and repair of electronic equipment. A variety of clerical tasks are also performed. The work is performed under general supervision. An Electronic Equipment Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Orders parts and maintains inventory stock on equipment used by technicians;
- Keeps logs and records of parts and supplies ordered and used;
- Prepares and types progress reports and correspondence to school districts;
- Answers phones and makes phone calls to place equipment orders;
- Completes and issues purchase orders for securing supplies;
- Establishes and maintains filing system;
- Performs duties and functions of the position using an electronic data processing system;
- May perform general clerical office work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to type accurately at an acceptable rate of speed; ability to understand and follow oral and written instructions; dependability; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a standard high school or possession of a high school equivalency diploma;

OR

One year of clerical office experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 3/28/90