ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PROPERTY AND SUPPLY CLERK I

POSITION CODE: 34791
Effective: 12-16-71

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs clerical work in controlling and accounting for property, supplies, and equipment, when work requires knowledge of a variety of prescribed work methods and procedures and the exercise of a moderate amount of discretion in determining sequence of work and selecting appropriate work methods.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Is responsible for maintaining property control records; checks and marks items received and prepares required records such as locator and inventory cards; records transactions, including receipts and transfers and forwards required reports; checks listings against records and notes inconsistencies, typically with responsibility for checking accuracy of own records before bringing to supervisor's attention; participates in taking inventories, with responsibility for locating, counting, and reporting items; and as necessary directs the activities of one or two lower level employees who assist in recordkeeping and inventory.

2. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

<u>Education and Experience</u>

Requires six months clerical or bookkeeping experience.

<u>Knowledges, Skills and Abilities</u>

Requires working knowledge of modern office practices and procedures.

Requires ability to maintain accurate inventory records and to prepare reports from such records.

Requires ability to operate typewriters, adding machines, and other bookkeeping machines.