

PLEASE POST

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## **PERSONNEL VACANCY NOTICE**

GARY COMMUNITY SCHOOL CORPORATION

1988 Polk Street

Gary, IN 46407

M. Jones-Henderson, Executive Director  
Human Resources Department

Dr. Peggy Hinckley, Emergency Manager

Job Title: Inventory Clerk - Clerical Aide  
Department: Innovation and Improvements – Federal Programs and Grants  
Reports To: Executive Director of Innovation and Improvements  
FLSA Status: Non-Exempt  
Job Status: Full-time, Classified  
Funding Source: General Fund

### **PURPOSE STATEMENT**

To provides technical and clerical organizational assistance to the Title I/Family Involvement Supervisor.

### **ESSENTIAL FUNCTIONS**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Responsible for all Title I assets
- Label and tag all Title I equipment and technology
- Maintains accurate and up-to-date records relating to Title assets.
- Assign and distribute Title I assets to the appropriate buildings and departments
- Compiles a report of Title I assets and monitors the inventory for state reports and the Executive Director of Innovation and Improvement.
- Creates a system for maintaining accurate files, records and other documentation of Title I assets
- Assists in the preparation and submission of the Title I application.
- Responsible for the orderly storing of new and old Title I equipment and technology.
- Responsible for all work order documentation on service request or damages to Title I assets.
- Participates in all inventory processes
- Responsible for performing periodic Title I asset on-site inspections
- Assists in all work related to the Office of Federal Programs when necessary.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

### **SUPERVISORY RESPONSIBILITIES**

None.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Tagging and monitoring inventory equipment / furniture when necessary.
- Preparing inventory forms and records for date entry of additions, deletions, transfer and disposals.

Skill in:

- Oral and written communication.
- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Maintain inventory records and transfers of Title I equipment, technology, and furniture.
- Coordinate daily delivery routes for moving textbooks and equipment throughout the district
- Establish and maintain effective working relationships with employees, students, parents, and the public.
- Handle multiple tasks simultaneously.
- Work without close supervision; perform satisfactorily under pressure and with frequent interruptions.
- Communicate effectively in writing and orally to sufficiently exchange or convey information and to receive work direction.
- Use interpersonal skills to interact with coworkers, supervisor, the general public, etc.

### **EDUCATION AND EXPERIENCE**

High School Diploma. Inventory experience desirable. Be able to work from purchase orders and computer printouts to update building inventories. Possess good record keeping and filing skills.

### **CERTIFICATION**

None.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Required Testing**

- Drug Test
- Pre-placement Medical Exam

#### **Certificates & Licenses**

- See Above

#### **Continuing Educ./Training**

- See Above

#### **Clearances**

- Fingerprinting/Background Clearance

#### **METHOD OF APPLICATION:**

**An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted until position is filled to:**

Gary Community School Corporation  
Click on "Employment"  
[www.garycsc.k12.in.us](http://www.garycsc.k12.in.us)  
1988 Polk Street  
Gary, IN 46407

**EQUAL OPPORTUNITY EMPLOYER**