

University of Houston – Clear Lake

Position Description

Job Title: **Senior Central Clerk**

Job Code: **5717**

Pay Grade: **060**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	High school graduate with some college.
Experience	Six months central stores experience.	One year working with warehousing and inventory.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Order, stock and sell stores supplies. Complete and distribute all associated forms. Assist Receiving and Mailroom as required. Assist supervisor as required.

Duties and responsibilities	% Time
Keep inventory at acceptable levels and adjust prices accordingly.	45
Input Stores orders directly into State of Texas Contract Order System and prepare Receiving reports for items not on contract. Prepare purchase request & purchase voucher in PeopleSoft.	20
Receive, verify, tag and shelve all incoming items.	20
Supervise one Central Stores Delivery Clerk.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.