



Village of Watkins Glen  
303 N. Franklin Street, Watkins Glen, NY 14891  
607-535-2736

Job Opening  
**Inventory Clerk (Full-Time)**  
Village of Watkins Glen

**SALARY:** \$16.00 - \$18.00/hr.

**LAST DATE TO FILE:** Applications accepted until vacancy filled.

**VACANCY:** At the present time, there is ONE full time opening with the Village of Watkins Glen. This position is pending jurisdictional classification; therefore, a Civil Service examination may be required at a later time.

**HOW TO APPLY:** Interested candidates must submit an original Civil Service “*Application for Employment and/or Examination*” to the **Schuyler County Civil Service Office**. Applications can be submitted via mail (105 Ninth St., Unit 21, Watkins Glen, NY 14891), email ([civilservice@co.schuyler.ny.us](mailto:civilservice@co.schuyler.ny.us)), fax (607-535-8193), or drop off box located outside of the County building or you can visit the office directly.

**RESIDENCY REQUIREMENT:** Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

**DISTINGUISHING FEATURES OF THE CLASS:** Under supervision, incumbent in this class is responsible for the maintenance of a perpetual inventory of materials and supplies including the receiving and inspection of delivered items. Supervision is not a responsibility of this position, but incumbents may serve in a lead capacity. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Records and maintains purchases into a database; Performs physical count of inventory; Reconciles actual stock count to computer-generated reports; Monitors and maintains current inventory levels; Processes purchasing orders as required following current procurement policies; Track orders and investigates any problems; Receives, unpacks, and delivers goods; Re-stocks items as necessary with management approval; Labels inventory as needed; Performs additional routine clerical duties assigned by the Direct and General supervisors including: data entry, filing, answering telephone, and assisting the public;. Other duties as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Strong written and verbal skills; Good knowledge of the principles and practices of purchasing; Good knowledge of financial record keeping, office terminology, equipment and procedures; Ability to operate a personal computer and utilize common software programs for word processing, spreadsheets, and record keeping; Ability to demonstrate critical thinking and problem-solving skills; Attention to detail and organized; Basic math and analytical skills; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- Graduation from high school or possession of an equivalency diploma; and
- Valid NYS driver's license with clean MVR.

\*\*\* Prior inventory experience preferred.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

**Date Issued: September 21, 2022**