

## **Inventory Control Clerk I**

### **Job Code 00007092**

#### **General Description**

Responsible for ensuring that the proper textbooks are provided for every course and section in each department.

#### **Examples of Duties**

Maintain records including textbook stock and pricing, student enrollment, teacher and department record maintenance, publisher and distributor information, copyright files, purchase orders and invoices,

Adopt course packs into the MBS & Filemaker Pro CPMS database.

Receive adoption orders from professors/academic departments.

Research, negotiate, contract, secure, and track copyright royalties & departmental royalty transfers.

Develop database for educational departments, courses, and sections of classes taught.

Ensure that textbook materials and courses are appropriately matched.

Assist in conducting inventories.

Ensure that the appropriate books are pulled, barcoded, and filed with appropriate courses.

Assist team during buyback.

Clean purchased books, barcode, and file books in proper courses and texts.

Prepare pre-pay orders.

Receive incoming materials, stock shelves, price books, and help customers.

Train and supervise student workers as needed.

Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** Basic bookkeeping and accounting principles & formulas; intellectual property rights laws, regulations, legislative & judicial histories on copyright legislation; printing and binding; computer research tools, computer applications; university policies and procedures; requisition process and systems; inventory control procedures.

**Skill in:** Providing customer service; proofreading; effective communication; using a personal computer and related software; troubleshooting; problem solving; preparing materials as requested.

**Ability to:** Process requests, purchase orders, and special orders; perform intermediate math; meet deadlines and problem solve; direct the work of others to motivate output; discuss technical, legal, policy aspects of production, and project development.

#### **Educational Experience**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**