



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: September 21, 2022

Date Listing Will Close: September 28, 2022 @ 5:00 PM

The following department has a vacancy for qualified employees in the following position:

Class Specification: Inventory Clerk/Clerical Support

Department: County Administrator

Salary: \$18.00 - \$22.00 per hour

Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

HARRISON COUNTY HUMAN RESOURCES

1801 – 23rd Avenue, First Floor, South Hall, Gulfport Courthouse
Phone: (228) 865-4194 Fax: (228) 865-4162 www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

E.O.E. and A.D.A.

**HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION**

JOB TITLE: Inventory Clerk/Clerical Support

DEPARTMENT: County Administrator

FLSA STATUS: Non-Exempt

REPORTS TO: County Administrator

POSITION CODE: 8810

MAINTENANCE REVIEW DATE: Sept 21, 2022

CLOSING DATE: Sept 28, 2022

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE(S): This position is responsible for managing all county assets as required by Mississippi State Law. The position is responsible for completing special projects as assigned by the County Administrator.

Additional duties work involves the orderly processing of papers and performance of routine work supporting the County Administrator's office. Within a framework of procedures, regulations and instructions, maintains the records and written materials which represent the transactions or business of the County Administrator's office.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for semi-annual inventory of all county departments to verify asset and serial numbers and adjudicating any discrepancies in serial numbers or non-identification and to follow through on correcting all records to reflect changes.
2. Responsible for identifying county property and preparing all administrative matters relating to conducting a public auction upon submission to the Board of Supervisors for approval.
3. Responsible for completing special projects as assigned by the County Administrator.
4. Answers incoming telephone calls; routes calls to appropriate extension, writes messages for unavailable staff members, and/or provides information in response to specific inquiries concerning agency operations.
5. Prepares and maintains records of data or information or documents with which the agency is involved.
6. Performs verifying or recording task that requires the ability to make mathematical computations such as adding, subtracting, multiplying and dividing.
7. Receives, screens, and verifies documents for such factors as completeness, accuracy and validity.
8. Provides routine and factual information to persons within or outside of the agency over the telephone, through personal contact or by correspondence.

9. Maintains filing system for classifying, retrieving and disposing of such materials as correspondence, tapes, records, reports and other documents.
10. Responsible for providing clerical support to County Administrator and staff.
11. Processes incoming and outgoing mail.
12. Maintaining all property, building, inland marine, equipment and vehicle insurance records.
13. Notifies insurance carrier with updates, changes and deletions of county assets.

JOB DUTIES AND RESPONSIBILITIES: The following are intended only as illustrations of the various duties assigned to this classification. The absence of specific statements of duties does not exclude those tasks from the position of the work if similar or a logical assignment of the position.

- Responsible for maintaining accurate records of all county owned assets.
- Responsible for semi-annual inventory of all county departments to verify asset and serial numbers and adjudicating any discrepancies in serial numbers or non-identification and to follow through on correcting all records to reflect changes.
- Responsible for identifying county property and preparing all administrative matters relating to conducting a public auction upon submission to the Board of Supervisors for approval.
- Responsible for completing special projects as assigned by the County Administrator; as well as other various sundry duties not specifically described herein.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of standard office practices and procedures.

Considerable knowledge of hard copy and computer filing and record-keeping systems.

Considerable knowledge of English grammar, spelling, punctuation and syntax.

Good knowledge of research methods and techniques.

Good knowledge of basic mathematical principles.

Good knowledge of computer fundamentals and software, including word processing software.

Good knowledge of shorthand or speed writing methods.

Knowledge of all related safety procedures.

Skill in the operation of a microcomputer, utilizing desktop publishing, graphics, spreadsheet and word processing software.

Skill in the operation of a photocopying machine.

Skill in the operation of a facsimile machine.

Ability to establish and maintain hard copy and computer filing and record-keeping systems.

Ability to interpret federal, state, and local laws and regulations.

Ability to draft correspondence and reports.

Ability to type correspondence and reports.

SPECIAL QUALIFICATIONS:

- Must have strong bookkeeping skills, detail oriented, and able to follow written/verbal instructions.
- Must have good public relations skills with knowledge of operating practices of County government
- Must have good computer skills
- Strong computer skills required including but not limited to word and excel
- Must be able to communicate effectively with public and governmental officials at all levels
- Must have a valid Driver's License

EDUCATION/EXPERIENCE: Must be a High School Graduate or have GED. Must complete and be certified by the State Auditor's Office in inventory control. Three (3) years experience in a related field.

SALARY RANGE: \$18.00 - \$22.00 per hour

These knowledge, skills, and abilities are usually, although not always, acquired through the graduation from an accredited four-year college or university with a Bachelor's Degree with three (3) years of work experience in a related field. Equivalent combinations of education and experience will be considered.

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)		✓
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓