

THE CITY OF KNOXVILLE
CIVIL SERVICE
JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

7095

Equipment and Supply Clerk I

8/24/2016

(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: \$25,733 annually

PAY GRADE RANGE: \$25,733 - \$36,824 annually (Pay Grade 3)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to www.knoxvilletn.gov. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Tuesday, September 6, 2016**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email hbroyles@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from an accredited high school or GED equivalent.
- Valid Class D Driver's License.
- Possession of (or ability to obtain) Tow Motor Operator's certification.
- At least one year of experience in parts, warehouse or inventory control in a commercial or industrial work environment and at least one (1) year of parts counter experience.
- Must be available to work first or second shift.
- The hiring authority may give preference to candidates that possess the ASE P2 and/or ASE P4 certifications and have basic computer knowledge with word processing and spreadsheet experience.

EXAMINATION

The selection procedure consists of a Written Examination (100%). Subject areas on the written exam will include: Inventory Maintenance Procedures & Forms Completion; Reading Comprehension; Mathematics; Recordkeeping; Public Relations; and Effective Working Relationships.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION
City of Knoxville

Class Title: Equipment & Supply Clerk I	Working Title: same	PCN:
	Incumbent: vacant	Created: 04/17/2008 Updated: 07/29/2011

GENERAL DESCRIPTION

Under close to general supervision, performs manual and clerical work associated with the receipt, storage, and issuance of automotive, small engine, and heavy equipment parts, supplies, and materials.

ESSENTIAL FUNCTIONS

- Assists with the distribution and maintenance of inventory
- Reads and interprets supply catalogs
- Issues equipment and supplies
- Prepares requisitions for equipment and supplies
- Receives and stocks inventory
- Maintains working area according to standards
- Maintains accurate records and makes reports
- May deliver and/or pick up supplies
- Performs related duties as required

MARGINAL FUNCTIONS

None indicated.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of inventory maintenance procedures
- Knowledge of correct inventory levels
- Knowledge of equipment and supply locations
- Ability to read and interpret equipment and supply catalogs
- Ability to make simple mathematical computations
- Ability to complete inventory forms accurately
- Ability to keep accurate records
- Ability to deal courteously with the public
- Ability to establish and maintain effective working relationships

PHYSICAL REQUIREMENTS

This position is rated for heavy work, and requires the incumbent to exert up to 100 pounds of force occasionally, or 50 pounds or less of force frequently in order to lift/carry, push/pull, or otherwise move objects as a routine part of the job. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

This position requires the use of relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

Graduation from an accredited high school or GED equivalent.

Valid Class D Driver's License.

Possession of (or ability to obtain) Tow Motor Operator's certification.

At least one year of experience in parts, warehouse or inventory control in a commercial or industrial work environment and at least one year of parts counter experience.

PREFERRED QUALIFICATIONS

The hiring authority may give preference to candidates that possess the ASE P2 and/or ASE P4 certifications and that have basic computer knowledge with word processing and spreadsheet experience.