



Part Time Temporary Public Works Inventory Control Helper

Greenlee County

Job Summary

Greenlee County is seeking a part-time temporary employee to help manage and maintain accurate records of public works inventory. This position is essential for operations, supporting logistics, and minimizing discrepancies more efficiently.

Essential Job Functions

- Perform accurate counting and sorting of inventory.
- Update inventory records manually and/or using computerized systems/software.
- Organize and maintain inventory in assigned locations.
- Verify proper storage methods and identification of items
- Receive and process any new inventory supplies
- Verify accuracy of deliveries based off physical supply to purchase orders and packing lists
- Assist with loading and unloading shipments
- Identify and report discrepancies
- Assist with resolving any discrepancies
- Maintain an organized and clean work environment.
- Follow all safety policies and procedures
- Assist with other duties as assigned

Minimum Qualifications

- High school diploma or equivalent
- Must possess and maintain a valid Arizona license

Knowledge, Skills, and Ability

- Strong attention to detail
- Some basic computer skills
- Ability to perform duties independently that are appropriate and consistent with the level of the position
- Ability to communicate clearly and concisely with staff both verbally and in writing

Physical Requirements

- Sufficient manual dexterity, with or without, reasonable accommodation which permits employee to assemble, lift, and reach for inventory.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, Which permits the employee to discern verbal instructions and communicate effectively on a telephone, in a normal range of conversation, or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, and lift at least 50 pounds.