



## **Employment Opportunity**

Parts Clerk

Bureau of Fleet Management

\$12.60 hourly salary (Grade C05)

40 hour position with a full benefit package

***Apply By: Tuesday, November 21, 2017 @ 5:00 p.m.***

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**GENERAL RESPONSIBILITIES** Procures, receives, stores, and issues various equipment, materials, and supplies for the parts room.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Procure and verify receipt of specified equipment, materials, and supplies
2. Handle, inspect, stock and store equipment, materials, and supplies
3. Fill orders and issue equipment, materials, and supplies
4. Perform periodic inventory
5. Deliver and pick up equipment, materials, and supplies
6. Maintain appropriate paperwork
7. Maintain parts room
8. Report to work outside of normal work hours for emergency operations
9. Perform related duties as to specific assignments
10. Any employee may be identified as Essential Personnel during emergency situations
11. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
12. Communicate with managers, supervisors, co-workers, citizens, and others, maintain confidentiality; and represent the County

### **EDUCATION AND EXPERIENCE**

1. High school diploma or general education diploma (GED)
2. Two years experience in parts room environment and inventory control Vocational courses in automobile and heavy equipment repair (two years) \*

\* A comparable amount of training and experience may be substituted for the minimum qualifications.

### **CERTIFICATE, LICENSES, REGISTRATIONS**

1. Valid driver's license
2. Forklift Operator's license (must obtain within 6 months of employment)

A Carroll County Government job application is required for these positions.

***Apply on-line: [cggovernment.carr.org](http://cggovernment.carr.org)***

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call

(410) 386-2129 for employment inquiries

**Posted: 11/7/17  
(18-41)**

**Carroll County is an equal opportunity employer**