

POSITION DESCRIPTION SUMMARY

PD Tracking 20374
Series, Title and Grade 2005 Supply Clerk GS-04
Department Veterans Affairs

Introduction Statement

The position is located in a Logistics Management Service (LMS) that supports a Department of Veteran Affairs (VA) medical facility. The purpose of the position is to perform a variety of work that includes participation in the storage, issuance, replenishment, and surveillance of supply line items; inventory listing maintenance; office supply purchasing; forms ordering, supplies and forms receipt, and record keeping activities.

Major Duties

Record Keeping: 25%
Maintains accurate records and files of permanent transactions, purchases, receiving reports and other records. Records are retained and maintained for the period in conformance with applicable policies and directives.

Supply Storage Room Operation: 15%
Assists in the operation of supply storage rooms. This task includes inventorying, stocking, requisitioning and utilizing bar code devices to help ensure that stock levels are maintained at sufficient levels needed to support the organization's mission.

Inventory Management Support: 15%
Participates in the maintenance of perpetual inventory accounts in a fully computerized and integrated data base system. Assists in the completion and updating of designated fields in the inventory program.

Orders: 15%
Reviews and validates bills received for items obligated under his/her control. This responsibility includes reviewing invoices for authenticity, appropriateness, and pricing.

Supply Management Support: 10%
Helps ensure the storage, issuance, replenishment and surveillance of supply line items. Recommends proper inventory adjustments to ensure stocking criteria's are met. Conducts searches for required information; and provides supply operations support for medical facility organizations involving supplies, forms and publications.

Processing Requests from the Secondary Inventory Points: 10%
Fills requests for office supplies, forms or other assigned commodities from the secondary inventory points, utilizing the appropriate computer programs and menus.

Receipt of Office Supplies and Forms: 10%
Upon-receipt of a receiving report from the warehouse staff, the incumbent accesses the receiving and distribution menu and posts the

items to the primary or appropriate inventory points. When off-schedule and back ordered forms are received from the Depot or other source, the technician enters into inventory those forms that are stocked at the warehouse utilizing an inventory management program(s).

Factor Levels

Factor 1 Knowledge Required by the Position Factor Level 1-3 350 pts.

Knowledge of governing supply regulations, policies, procedures, and instructions sufficient to conduct searches for required information.

Knowledge of inventory management policies, practices, procedures and instructions to assist in the maintenance of perpetual inventory accounts in a fully computerized and integrated data base system.

Knowledge of Personal Property Regulations, VA Handbook, guidelines and procedures relating to personal property accountability.

General knowledge of procurement law in order to determine required sources of supply, purchase card program and simplified acquisition procedures.

Knowledge of software, word processing, and spreadsheet programs; the Internet; GSA Advantage, and other electronic commerce resources available; and ADP, bar code and scanning equipment in order to print and reproduce stored electronic forms, make purchases online, and record supplies and equipment accurately.

Knowledge of the Federal Property Management Act and other Federal and VA regulations, policies, and procedures to participate in property management work.

Knowledge of records management policies and directives to maintain and retain supply records.

Factor 2 Supervisory Controls Factor Level 2-2 125 pts.

The supervisor issues general work assignments; controls flow of day-to-day work; explains major changes in regulations or procedures; and provides additional specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available; The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor or higher grade employee for decision or help. Completed work is reviewed for accuracy and compliance with instructions and established procedures.

Factor 3 Guidelines Factor Level 3-2 125 pts.

The incumbent is guided by a variety of directives and guidelines including, but not limited to, VA Handbook, Supply Management, Federal Property Management, and Federal and VA Acquisition regulations, policies, and directives; standard operating procedures; and related administrative federal statutes, policies and other precedents. While guidelines are generally applicable, employee may make minor deviations to adapt guidelines in specific cases, and determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or require significant proposed deviations are referred to the supervisor.

Factor 4 Complexity**Factor Level 4-2 75 pts.**

Responsibility encompasses the performance of work related to the supply and inventory management, personal property management program and the desktop delivery system. Each change to the perpetual inventory accounts requires that accurate and timely information be placed into the database. The standardized clerical work includes tracking, locating and identifying items and material in conjunction with inventories at various storage areas throughout the medical facility.

Factor 5 Scope and Effect**Factor Level 5-2 75 pts.**

The work involves the execution of specific rules, regulations, or procedures regarding the storage, issuance, replenishment and surveillance of supply line items; the maintenance and completion of inventory items; accurate input of transactions in databases; maintenance of hard copy files; preparation of reports; and distribution of supplies. The work or supply service affects the accuracy, reliability, or acceptability of further processes or services in meeting customer requirements in the medical facility.

Factor 6 Personal Contacts**Factor Level 6-2 25 pts.**

Contacts are with Department employees of using services throughout medical facility organizations and other government agencies, and with vendors.

Factor 7 Purpose of Contacts**Factor Level 7-1 20 pts.**

The purpose of the contacts is to obtain, clarify, or exchange facts or information.

Factor 8 Physical Demands**Factor Level 8-1 5 pts.**

The work is generally sedentary.

Factor 9 Work Environment**Factor Level 9-1 5 pts.**

Work is performed primarily in an office setting.

Factor Points 805**Position Classification Standard Used**

Supply Clerical and Technician Series, 2005, TS-117 July 1992