



Notice of Employment Opportunity

Scott County is seeking qualified applicants for the vacant position of a part-time Inventory Control Clerk. This is a part-time, non-PERS covered position, with an expected work schedule consisting of 20 hours or less per week. All applicants should be aware of the responsibilities of the Inventory Control Clerk pursuant to Miss. Code Ann. §31-7-107 and other regulations as promulgated by the Office of the State Auditor. All applicants must also be willing to adhere to all training and certifications as required by law.

Key Responsibilities

- Coordinate with all departments of the County to maintain an accurate and true record of the fixed assets inventory of the County
- Ensure the entry into inventory record of newly acquired assets
- Ensure the proper marking and identification of all inventory, including assigned asset numbers
- Inform the Board of Supervisors of inventory which has ceased to be of use, is lost, defective, or stolen and ensure such inventory is removed from asset listing in accordance with law
- Preparation of all inventory reports as required by law

Core Competencies

- Honesty and integrity
- Time management
- Excellent organizational skills
- The ability to work independently and with individuals of varying backgrounds from each department of the County
- The ability to utilize technology solutions such as database management tools, email, and document creation
- Strong communication skills in both written and verbal communication

Physical Requirements

- Ability to utilize electronic screens
- Dexterity for utilizing keyboards and computer accessories, as well as writing instruments
- General physical activity related to inspection of inventory and application of required labels and markings
- Lifting in various amounts of weight depending upon the inventory to be collected, tagged, inspected

All applicants interested in this position should provide a copy of their résumé to the attention of the County Administrator at the Scott County Board of Supervisors offices, located at 100 E. Main Street, Forest, MS 39074.

Scott County Board of Supervisors is an equal employment opportunity employer, a drug-free workplace, and participates in the Department of Homeland Security's E-Verify program.

Scott County Board of Supervisors
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Forest, MS 39074
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