

6154

U.S. Army Berlin      751/4      6151  
Supply Clerk (Typing)  
Lentorlet (Maschinen-schreiber)  
CSG Guideline #8, dtd 1 May 73  
ATA II grade level definitions      C      2009      VII  
W. HENTLESCHEK      8 Aug 73

SUPERVISORY CONTROL:

Serves under the supervision of an employee of higher grade, who assigns work and informs incumbent on new or revised regulations and procedures, and who is available for advice and direction. Performs standard duties in accordance with instructions, and is guided by established practices, standing operating procedures, and WARNER, Department of the Army, and local directives. Records maintained are subject to review by supervisor, and by WARNER and local inspectors and auditors.

MAJOR DUTIES:

1. Establishes and maintains an assigned block of stock record cards, checks vouchers such as warehouse issue slips, shipping documents, receiving reports, purchase requests, inventory adjustment reports, and/or other debit and credit vouchers for completeness, and makes all resulting debit and credit postings to stock record cards. Computes standard prices and initiates inventory adjustment reports in case of price variations. Makes cost computation for line items, enters total cost on vouchers, makes cost estimates of items not listed in price lists by comparison with similar items in storage, or consults supervisor. Reviews requisitioning objectives and reorder points reflected on stock record cards and prior to each stock replenishment transaction. Makes appropriate changes whenever requisitioning objectives and reorder points are no longer realistically reflecting current demand data. Screens stock records for excess items, and makes appropriate recommendations to supervisor; evaluates inventory control slips, and compiles all data and reports for which stock record cards are the source of information.

E & I Div, FEB, Property Section, Requirement Unit

DOUG WISNATK

E. ROBERTSON