UNIVERSITY OF SOUTHERN CALIFORNIA

Equipment Inventory Technician
Job Code: 155003

Grade: D
OT Eligible: Yes
Comp Approval: 2/11/1994

JOB SUMMARY:
Responsible for inspecting and recording all newly acquired equipment on UPC, HSC, and at off-campus University locations.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ______ Inspects equipment for completeness. Tags, records serial and model numbers, locations, etc. of equipment.

______ ______ Maintains computerized inventory records of all University equipment. Assists in maintaining an accurate and up-to-date inventory and back-up records of Federal and State equipment.

______ ______ Conducts periodic physical inventories of previously recorded equipment to verify records.

______ ______ Assists in implementing the University equipment inventory procedures.

______ ______ Provides assistance with various clerical duties.

______ ______ Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No
[ ] Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
High School or equivalent

Minimum Experience:
0 - 6 Months

Minimum Field of Expertise:
Physical inventory, and bar code scanning experience.
Skills: Administrative:
- Communicate with others to gather information
- Gather data
- Input data
- Maintain filing systems
- Understand and apply policies and procedures
- Use computerized spreadsheets

Skills: Other:
- Communication -- written and oral skills

Skills: Machine:
- Personal Computer

Supervises: Level:
- May oversee student, temporary and/or casual workers.

Comments:
- Valid driver's license required. Occasional use of own vehicle required.

SIGNATURES:
Employee: ____________________________  Date: ____________________________
Supervisor: __________________________  Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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