

COUNTY OF SUFFOLK NEW YORK



POLICE DEPARTMENT

GERALDINE HART
POLICE COMMISSIONER

The Police Department has a vacancy for a “**Provisional**” **Materiel Control Clerk IV** position located in the Quartermaster Section located in Yaphank, NY.

Starting salary is \$36,776 and the work schedule is Monday through Friday, 8:00 a.m. to 4:00 p.m.

Typical duties include but are not limited to:

- Operating and managing a warehouse and inventory control system.
- Hands-on supervision and participation in the maintenance of detailed records for the receipt, storage, distribution and inventory control of consumable goods, equipment and furniture.
- Monitors annual and periodic physical inventory of warehoused items and assets; compiles reports of stock on hand and patterns of stock flow; prepares requisitions to replenish stock.
- Assists administrative supervisor in the preparation of warehouse budget.
- Consults with supervisor regarding the disposition of surplus or damaged materiel.
- Ability to adjust to different work schedules and work overtime, if needed.

As per Civil Service, the minimum qualifications for this position are:

Either:

- a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate’s degree and three (3) years of clerical, mail processing, inventory control and/or stock-keeping experience; or,
- b) Graduation from a standard senior high school or possession of a high school equivalency diploma and five (5) years of clerical, mail processing, inventory control and/or stock-keeping experience; or,
- c) An equivalent combination of education and experience as defined by the limits of a) and b).

Necessary Special Requirement: Candidates may be required at the time of appointment and during employment in this title to possess a valid New York State Driver’s License.

Please note: This is a competitive position. The employee will be appointed **provisionally**. **Such appointments require the incumbent to take an examination, when it is offered, and score within the top three tested candidates interested in this position.** Prior to appointment, there is a required in-depth background investigation.

Suffolk County Civil Service will determine if minimum qualifications are met.

Any qualified candidates who are interested should complete Form CS-205A Application for Employment, available on the suffolkcountyny.gov website under Civil Service Department and mail it to the Suffolk County Police Department, Personnel Section, 30 Yaphank Ave., Yaphank, NY 11980.



ACCREDITED LAW ENFORCEMENT AGENCY
Visit us online at: www.suffolkpd.org
Crime Stoppers Confidential Tip Hotline: **1-800-220-TIPS**
Non-Emergencies Requiring Police Response - Dial: **(631) 852-COPS**
30 Yaphank Avenue, Yaphank, New York 11980 – (631) 852-6000

