

The Board of Supervisors are seeking to hire someone to fill the position of Inventory Control Clerk for Pearl River County. In addition to Inventory Clerk, the applicant will also serve as Insurance Clerk and Safety Director. The applicant must be certified by the State Auditor's office within one year of employment as per MS Code 31-7-101. The Inventory Control Clerk will be required to receive purchase orders from the purchase clerk to review for purchases that are required to be inventoried. All inventoried items must have an inventory control sticker placed on them, enter all required information about the asset in the computer system and periodically all additions and deletions must be presented to the Board. Once a year, the Inventory Control Clerk will be required to do an annual inventory of all inventory and report to the Board and the State Auditor's office. In addition to Inventory, the applicant will provide to the insurance renewals. The applicant will be required to take complaints from the public concerning damages and forwarded to the Insurance Agent. The Safety program will be incorporated with Pearl River County's workers compensation policy. The applicant will be required to schedule safety training for all county departments thru our insurance firm as well as other available classes for safety instruction. The salary range for this position will be from \$40K to \$50K.

If anyone is interested you should turn an application into the County Administrators office by Thursday, July 30th, 2020