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.
- Consists 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.

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.