Human Resources
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Office and Inventory Specialist

JOB CODE	JOB FAMILY	PROFILE
JCV452	**Business Services & Support**	**Office and Inventory Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**August 4, 2026**

The Office and Inventory Specialist performs customer-focused administrative and logistical duties related to the ordering, receipt, and distribution of printing products, office supplies, and mail services. Responsibilities include managing stationery and printed project requests (such as business cards, letterhead, envelopes, forms, and nameplates), processing incoming and outgoing mail, and maintaining inventory of office and printing supplies. This position ensures timely and accurate delivery of materials and supports the overall functionality of business operations through recordkeeping, equipment maintenance, and professional customer service.

Job Description

DUTIES AND RESPONSIBILITIES

- Deliver completed printed materials, including stationery (e.g., business cards, letterhead, memos, forms, nameplates), and simple printed products such as flyers, brochures, and handbooks.
- Operate finishing equipment to print, bind, fold, and/or laminate printed materials as requested.
- Monitor and track inventory levels of printing materials and office supplies using inventory management systems (e.g., Mailshift, SAP, Just-in-Time, Envoy).
- Order, receive, store, and organize office supplies in accordance with County needs.
- Prepare outgoing County mail, parcels, and packages for shipping.
- Receive incoming deliveries, verify shipment accuracy, and process, sort, and distribute all mail, parcels, and packages.

- Operate and troubleshoot mail processing and printing equipment to ensure uninterrupted service.
- Prepare and maintain records, logs, and files related to inventory and business center operations.
- Inspect incoming deliveries to ensure items are in good condition, record any damages or defects, and notify the supervisor or purchasing staff as appropriate.
- Prepare documents for scanning and perform quality control to verify imaging accuracy.
- Perform clerical tasks related to maintaining inventory records and may operate a computer terminal to support those functions.
- Maintain positive relationships with vendors and ensure a high level of customer satisfaction.
- Maintain and coordinate service for business machines and equipment across County departments.
- Provide professional and courteous customer service to internal and external customers, representing the Business Center in a helpful and professional manner.
- Prioritize tasks effectively, responding promptly to urgent delivery requests.
- Handle sensitive and confidential records, documents, and information in accordance with County confidentiality standards.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Four (4) years of work experience in a central store/stockroom environment, warehouse, inventory control, office or administrative capacity or government setting with direct customer interactions.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Employee must successfully complete the post offer-employment medical examination and background investigation.
- Employee must comply with the safety guidelines of the County.
- Employee must have a valid New Mexico driver’s license by employment date and maintain a valid NM driver’s license while employed in this position.
- Employee must become and maintain NM Notary license while employed in this position.

- Employee must complete required FEMA training(s) as assigned to position.

WORKING CONDITIONS

- Are performed primarily indoors at 95%.
- Indoor duties are performed in a temperature-controlled environment.
- Typically, indoor duties are performed on an even surface, which may be concrete, tile, wood, or carpet.
- Outdoor duties may be performed on uneven surfaces and asphalt when working in the warehouse yard.
- Potential hazards include exposure to fumes/odors from chemicals, fluorescent bulbs, adhesives, etc.
- Work hazards or potential work hazards include heavy lifting, operation of equipment, and other hazards inherent in work performed in a print and mail room setting.

EQUIPMENT, TOOLS, AND MATERIALS

- Worker uses a computer, desk phone, calculator, printer, binding machine, laminating machine, scanner, and mail sorting equipment in the performance of duties.
- Worker uses a wide variety of work aides, including: two-wheel dolly, and four-wheel cart, and pallet jack.
- Worker is required to operate county vehicles.