



**TITLE:** Production Control Clerk

**EFFECTIVE DATE:**

**LOCATION:** Ft Sill

**REPORTS TO:** Supply Manager

**JOB SUMMARY:**

Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates using adding machine or calculator. Writes production reports based on data compiled, tabulated, and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:**

Must have knowledge of construction trades and a minimum of four (4) years related experience and/or formal vocational/technical training in scheduling and/or planning. Must have data entry skills and experience using current computer software applications. Must have the ability to effectively read, write, and speak the English language.