

SUPPLY/PROPERTY CLERK I

NATURE AND VARIETY OF WORK

This is entry level routine manual labor work in the receipt, storage, issuance, delivery, and pick up of supplies, equipment, and other property items at various locations and/or police facilities. Work requires physical stamina in order to lift, move and place heavy objects throughout a full shift. Incumbents are expected to occasionally drive light automotive vehicles to make deliveries. Work is performed under close supervision and is evaluated as it relates to the overall efficiency of storeroom/warehousing operations.

Upon satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Receives and checks a variety of supplies, equipment items, and materials according to pre-established routines and methods.

Loads stock onto light automotive vehicles, drives light automotive vehicles to deliver, return and pick up supplies, equipment, memoranda, and other written materials.

Fills orders for supplies and equipment.

Maintains records of inventoried materials.

Prepares records for the release of seized property.

Under direct supervision, modifies storeroom stock arrangement for the improvement of operational efficiency.

Transports departmental vehicles to various locations to install, remove, or repair equipment.

Assists the supervisor in the preparation of vehicles for disposal.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of, or ability to gain knowledge of ordinary office purchasing and requisition procedures.

Knowledge of routine vehicle maintenance and repair techniques.

Ability to learn routine procurement processes.

Ability to understand and follow routine oral and written directions.

Ability to read and write.

Ability to perform routine arithmetic functions.

Ability to lift heavy objects.

Ability to work effectively with co-workers, County personnel and the general public.

MINIMUM QUALIFICATIONS

High school diploma or GED certificate, plus six (6) months experience purchasing, distributing, inventorying or stocking equipment, materiel or supplies. Any equivalent combination of relevant training, education and experience will also be accepted.

CONDITIONS OF EMPLOYMENT

Good physical condition.

Possession of a valid driver's license.

CREATED: 12/77

REVISED: 10/88