

## SUPPLY/PROPERTY CLERK II

### NATURE AND VARIETY OF WORK

This is full performance 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 drive light automotive vehicles to make deliveries. Work is performed under general supervision and is evaluated as it relates to the overall efficiency of storeroom/warehousing operations.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs the full range of activities in the receipt, storage, and issuance of supplies.

Receives and checks a variety of supplies, equipment items, and materials; verifies supply/invoice data; bins and sorts supplies and equipment.

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

Reviews/adjusts requests for supplies and equipment.

Inventories, stocks and bins supplies and equipment.

Maintains records of inventoried materials, all supplies and equipment including police vehicle maintenance status reports.

Prepares records for the release of seized property.

Modifies storeroom stock arrangements 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.

Establishes/projects/monitors supply levels.

Removes items from stock, including discontinued, outdated, spoiled, damaged or hazardous items; removes items for auction or destruction from stock.

Receives, displays and releases confiscated property according to departmental procedures.

Researches and verifies property ownership.

Operates a light automotive vehicle to pickup/deliver supplies, equipment, etc..

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

Good knowledge of billing procedures, contacts, auto service centers, and equipment.

Good knowledge of ordinary office purchasing and requisition procedures.

Knowledge of routine vehicle maintenance and repair techniques.

Ability to understand and perform procurement processes and follow complex oral and written directions.

Ability to gather, tabulate and summarize supply data.

Ability to legibly and accurately record facts and figures relating to the supply function.

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

#### MINIMUM QUALIFICATIONS

Must have satisfactorily completed probationary period as Supply/Property Clerk I; or possess high school diploma or GED certificate, plus one (1) year of 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.

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