

SUPPLY/PROPERTY CLERK IV

NATURE AND VARIETY OF WORK

This is first line supervisory work in the supply/property/materials management operation. Incumbents assume a primary role in the administration of a major inventory control/supply activity. Due to the complex nature of assignments, the high level/degree of coordination, independent judgment, and initiative exercised may equate to the IV level. Work is performed independently under the general supervision of a designated supervisor and is evaluated as it contributes to achieving organizational objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

May exercise the full range of supervising duties and responsibilities over subordinate positions as defined in the Personnel Law Section 16-102(59).

Administers the daily activities related to the procurement, storage and disbursement of materials, supplies and equipment according to user needs, department and procurement procedures.

Schedules the pick-up and delivery of property and materials from various Police Stations or other locations throughout the County to maintain the smooth flow of operations and meet deadlines.

Secures and maintains records of all confiscated and recovered property; maintains manual or computerized files of records and reports to control, access and reconcile reference material.

Prepares procurement and accounting documents for the receipt, distribution, and payment of materials to satisfy customer/user needs.

Conducts inventories to verify receipts and disbursements; determines supplies to be stocked and provides catalog data to ensure that adequate space is provided for the stocking of property.

Directs/conducts routine inspections and maintenance of delivery vehicles and warehouse equipment.

Repairs and maintains the fuel dispensing/pump system and related fuel site apparatus at the County's computerized fuel sites.

Researches/compiles statistics and makes summary reports.

Coordinates auctions for unclaimed confiscated property; prepares list of items of confiscated property to be destroyed and witnesses destruction of such items.

Trains subordinates.

Appears in court regarding chain of custody issues.

May be required to operate a light automotive vehicle to pick up and deliver property or other items.

Initiates/reviews data system input/output; coordinates input into County Data Processing Systems.

Acts as liaison with user agencies/vendors/buyers to solve problems, answer questions and analyze stock turnover.

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

Thorough knowledge of inventory, receiving, inspection, warehousing and distribution methods and procedures.

Thorough knowledge of procurement and accounting practices and procedures; thorough knowledge of inventory pricing.

The ability to understand and follow complex oral and written instructions.

Ability to establish and maintain fruitful working relationships with County employees and the general public.

The ability to supervise subordinate personnel.

The ability to keep moderately complex records.

Basic Math and English skills and the ability to understand/reconcile computer generated reports.

Some positions may be required to possess the following additional skills:

Knowledge of mechanical repair of fuel pumps.

Knowledge of a typewriter keyboard.

Knowledge of operating data processing equipment, such as tape decks, printers, etc.

MINIMUM QUALIFICATIONS

Must have experience as a Supply/Property Clerk III equal to the length of the probationary period; of high school diploma or GED certificate with at least three (3) years of experience in varied procurement and materiel management activities including inventory control, warehousing, purchasing, distributing, invoicing, and stocking a broad variety of equipment, materials and 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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