

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



INVENTORY SUPPLY CLERK

JOB CODE: 60092	PAY GRADE: 8	PAY RANGE: \$30,600 - \$48,960
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GENERAL DESCRIPTION

Under the direction of the Property Clerk Supervisor, performs moderately complex work of average difficulty involving receiving, recording, distribution and inventory of agency owned property. Incumbents in this class are assigned to the Purchasing/Materials Division. Work involves the life cycle of agency owned property from time of receipt to time of disposal. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Gathers and maintains strict control over items to be auctioned and disposed of according to state statutes;
- Conducts annual fixed asset inventories throughout the year;
- Submits reports of inventory results;
- Maintains all inventory records electronically as well as manually; records, tags or engraves all assets before distribution;
- Delivers equipment and supplies to all locations within the Sheriff's Office;
- Measures current and new employees, fits for uniform and notifies buyer of all items needed; fills requisitions for uniform items utilizing established procedures;
- Receives, unpacks and inspects stock items for conformity with specifications; stores parts and supplies in accordance with established inventory procedures;
- Utilizes the computer to enter required information for record keeping, correspondence, reports and inquiry;
- Maintains the location of fixed asset property in the computer system;
- Monitors and works with inmate workers;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



QUALIFICATIONS

- High School Diploma or G.E.D.
- Three (3) years' related experience
- A score of 75% on a basic skills test
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the state laws and Sheriff's Office rules and regulations concerning property control and distribution
- Knowledge of inventory control procedures and modern office practices concerning record keeping and inventory control
- Knowledge of various database and research software required to perform the efficiently perform the essential functions and job duties
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

In workday and as part of their job duties, members in this position are required to:

- Sit up to 4 hours per day
- Stand up to 4 hours per day
- Walk up to 2 hours per day
- Drive up to 1 hour per day
- Frequently lift up to 50 lbs.
- Occasionally lift up to 100 lbs.
- Frequently bend, squat, climb, reach, kneel, or twist