

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## PARTS CLERK

**JOB CODE: 60300**

**PAY GRADE: 6**

**PAY RANGE: \$27,000 – \$43,200**

### GENERAL DESCRIPTION

Under the direction of the Senior Parts Clerk, this position is to oversee the inventory control system and the procurement of all shop stock and non-stock material requirements, including the identification and sourcing of suitable products and the processing of stock and non-stock requisitions and purchase orders. The position works with vendors to repair equipment and issues parts. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Maintains adequate stock level of parts and supplies;
- Preparing and submitting purchase orders and requisitions in the ordering process;
- Issues parts, entering data into the computer;
- Performs a variety of related functions, to include but not limited to:
  - Inspecting and photographing damage to vehicles;
  - Working with General Counsel and Risk Management for court appearances;
  - Working with insurance adjusters for claim estimates; and processing vehicles for auction;
- Updates and maintains automated parts/supplies inventory program, including maintaining vendor files and files of damaged vehicles;
- Verifies and receives invoices for goods and supplies;
- Maintains and updates invoice log;
- Conducts annual and spot inventories of parts rooms and bulk oil inventories;
- Coordination and disposal of solid and liquid regulated materials;
- Provides assistance to others, to include, receiving, routing and dispersing telephone calls and messages;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive. The employer reserves the right to assign additional functions and responsibilities as necessary.



## QUALIFICATIONS

- High school diploma or G.E.D.
- One (1) year automotive part related experience
- Working knowledge of Outlook and Excel, demonstrated through an assessment
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current automotive inventory software programs, to include fleet, communications, and purchasing menus used for daily data entries
- Knowledge of the Purchasing Department's Policy and Procedures to provide guidance in the ethical practices of procurement
- Knowledge of vehicle components necessary to accurately define required parts when performing vehicle accident damage assessments
- Knowledge and experience of the automotive parts industry to properly identify and stock the required inventories
- Time management
- Ability to safely and efficiently operate a forklift
- Interpersonal skills
- 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

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Visual color discrimination to match or detect differences between colors, including shades of color and brightness
- Sit up to 6 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Continuously lift up to 10 lbs.
- Frequently lift up 25 lbs.
- Occasionally lift up to 100 lbs.
- Continuously bend, reach, and twist
- Frequently squat and kneel
- Occasionally climb