

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



PROPERTY CLERK SUPERVISOR

JOB CODE: 60095	PAY GRADE: 11	PAY RANGE: \$36,000 - \$57,600
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GENERAL DESCRIPTION

Under the general supervision of a Lieutenant or Purchasing Agent, this position performs moderately complex work involving the supervision and training of Property Clerks engaged in inventory control of evidence, and the maintenance of security of property storage areas or receiving, recording, controlling, dispersing, and disposing of supplies, uniforms, and equipment. Incumbents in this class may be assigned to Purchasing or Property/Evidence. Work is reviewed through observation and results obtained. Duties based on assignment.

A member in this job classification, assigned to Property and Evidence, spends at least 65 percent of their time performing duties that involve the collection, examination, preservation, documentation, preparation or analysis of human tissues or fluids or physical evidence having potential biological, chemical or radiological hazard or contamination, or uses chemicals, processes, or materials that may have carcinogenic or health-damaging properties in the analysis of such evidence, or be the direct supervisor of one or more individuals having such responsibility, in accordance with F.S. 121.0515.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Trains and supervises members in a section and reviews work and assigns duties of subordinates;
- Supervises evidence documentation, packaging, preservation, and storage;
- May give official testimony as custodian of evidence;
- Compiles property reports; investigates missing property; maintains yearly file on property activity;
- Supervises the inventory, control, and the provision for security of valuable properties designated for the vault;
- Monitors and gives direction to inmate workers;
- Ensures the security of bulk storage areas, Purchasing warehouse, and/or vehicles assigned to the Purchasing Division;
- Supervises a warehouse consisting of office supplies, uniforms, industrial supplies, and goods and material handling equipment to insure proper purchasing and warehousing inventory methods are being used;

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- Ensures proper records are maintained of all purchasing activities relating to the receipt, storage, and dispersal of food items, office supplies, uniforms, equipment, all inventories and the transfer and disposal of capital assets;
- Supervises the activities of mail courier;
- 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

- Graduation from a college or university with an Associate's Degree
- Two (2) years' experience in a related field
- Or an equivalent combination of education and experience
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to direct and coordinate the work of subordinates in an assigned area
- Ability to operate a forklift
- Knowledge of various database and research software required to 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

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:

- Sit up to 4 hours per day
- Stand up to 1 hour 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