

PROPERTY CONTROL CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This is a position which involves responsibility for maintaining a property control system and its related records. The work involves periodic audits of existing inventories and the recording of furniture and equipment location changes. General supervision is received from a higher level employee. Supervision is not normally a function of the position.

TYPICAL WORK ACTIVITIES:

1. Assigns property control numbers to new items as received and maintains a record of such;
2. Maintains manual and computerized inventory records on new, transferred, and obsolete furniture, fixtures and equipment;
3. Conducts an annual inventory of each department and reconciles inventory records;
4. Maintains a record card on each item of furniture and equipment, updating cards when necessary;
5. Records temporary and permanent location changes;
6. Processes and follows through to ensure completion of work orders to move furniture, fixtures and equipment between locations;
7. Locates, stores and reassigns surplus items;
8. Reviews lists of federal and state surplus/excess property and recommends items of use for acquisition;
9. Reports and investigates missing items;
10. May determine item values and prices;
11. May perform courier responsibilities;
12. Does related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of techniques and procedures utilized in maintaining manual and computerized property and inventory accounts and records; working knowledge of business English and arithmetic; ability to keep accurate records; ability to carry out oral and written directions; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) Graduation from high school or the equivalent and one year of experience in inventory or property control work;

OR: (B) An equivalent combination of training and experience.

SPECIAL REQUIREMENT:

Eligibility for the appropriate level New York State Driver's license at the time of application. Possession of license at time of appointment.

PC0304

ADOPTED: 05/04/73

REVISED: 06/28/83

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