

## Polk County Sheriff's Office Job Description

### 0920 Supply Clerk

March 1, 2005, Revised October 9, 2006

#### **Position Concept:**

The Supply Clerk performs operational and clerical duties to help facilitate the efficient operation of the Polk County Sheriff's Office Central Supply Section.

The most important and essential job function of the position is attitude and includes the following: positive interaction and cooperation with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The member may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

#### **Essential Functions:**

- Issue and replace items for members
- Receive items from transferred members
- Receive items from separated members
- Salvage items
- Receive inventory
- Distribute office supplies
- Conduct supply inventory
- Repair rechargeable flashlights
- Conduct annual visual fixed asset inventory
- Maintain assignment of fixed assets
- Assist Sheriff's Office members
- Ship Items
- Reorder supplies
- Process on-line purchasing
- Contact vendors
- Maintain housekeeping
- Communicate via telephone
- Respond to service door
- Prepare correspondence
- Maintain records
- Maintain statistics
- Maintain inventory of acquired supplies

#### **Education, Professional Certification or License:**

- High School or GED
- Valid Florida driver's license

#### **Professional Experience:**

- Minimum one (1) year experience in warehousing or inventory control preferred
- Demonstrated proficiency of keyboarding 35 wpm with no more than 5 errors

**Status:**                       Civilian     Sworn     Certified

**Blood and Viral Pathogen Risk:**                       Minimal Risk                       Foreseeable Risk

#### **Environmental Conditions:**

- Work primarily in office environment with normal levels of stress
- Works in warehouse setting requiring physical activities

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### **Required Skills and Knowledge:**

#### **Knowledge of:**

- PCSO policy and procedures
- Central Supply policy and procedures
- Standard issue items
- Appropriate forms
- Equipment and supplies
- Filing system
- Supply inventory
- Inventory control
- Stock location
- Flashlight repair
- Supply software
- Internet
- Parts vendors
- Sheriff's Office locations
- UPS procedures
- Weight and scales
- Shipping methods
- Office supplies
- Appropriate documents
- Sanitation
- Housekeeping

#### **Ability to:**

- Read and write English
- Operate hand truck
- Operate plat jack
- Operate power lift
- Operate calculator
- Perform minor repairs
- Operate motor vehicle
- Operate office equipment
- Retrieve information
- Perform research
- Count accurately

#### **Skills:**

- Interpersonal
- Computer
- Keyboarding
- Telephone
- Basic mathematical
- Communication
- Clerical
- Basic English grammar
- Problem solving
- Analytical
- Organizational

### **Physical Requirements:**

- Lift/drag/carry 50 lbs. 30 feet
- Lift/carry 60 lbs.
- Climb
- Stoop
- Bend/squat
- Reach
- Walk
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Speak English understandably
- Manual dexterity (normal)
- Recognize colors
- Sense of smell (normal)
- Ambulate independently

For additional information on this position refer to the Job Task Analysis.