

Polk County Sheriff's Office Job Description

1022 Senior Supply Clerk

February 28, 1994, Revised October 9, 2006

Position Concept:

The Senior Supply Clerk performs operations and clerical duties in the Central Supply Unit specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating 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 Senior Supply Clerk 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 inventory
- Receive items from transferred member
- Receive items from separated member
- Distribute office supplies
- Conduct supply inventory
- Repair rechargeable flashlights
- Prepare annual/fixed assets inventory
- Assist Sheriff Office members
- Clean supply facility
- Communicate via telephone
- Answer supply door
- Ship items via UPS
- Complete written correspondence
- Update changes to fixed asset file
- Conduct training
- Supervise coordinates
- Maintain records
- Maintain Statistics

Education, Professional Certification or License:

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

Professional Experience:

- Minimum two (2) years experience in warehousing or inventory control

Status:

Civilian Sworn Certified

Blood and Viral Pathogen Risk:

Minimal Risk

Foreseeable Risk

Environmental Conditions:

- Works in an office setting under normal stress level

Required Skills and Knowledge:

Knowledge of:

- Central Supply policy and procedures
- Inventory items and location
- Standard issue equipment
- Appropriate forms and documents
- PCSO facilities and locations
- PCSO policy and procedures
- Resources
- Office supplies
- Filing system
- Flashlight
- Parts vendors
- UPS procedures
- Weight and scales
- Sanitation

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Ability to:

- Operate warehouse equipment
- Read and write English
- Operate calculator
- Operate a motor vehicle
- Operate office equipment
- Operate bar code reader
- Perform research

Skills:

- Basic English grammar
- Basic Mathematical
- Telephone
- Computer
- Interpersonal
- Housekeeping
- Instructor
- Supervisory
- Analytical
- Research

Physical Requirements:

- Climb
- Carry 50 lbs. 25-30 ft.
- Bend/squat
- Lift 60 lbs.
- Walk
- Sit for long periods
- Stand for long periods
- See at a normal range or with accommodation
- Hear at a normal level or with accommodation
- Speak English understandably
- Manual dexterity
- Reach
- Stoop
- Ambulate independently

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