

**CLASS TITLE: PROPERTY CONTROL AND SUPPLY OFFICER
 (ADULT CORRECTIONAL INSTITUTIONS)**

Class Code: 02439100

Pay Grade: 19A

EO: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Adult Correctional Institutions, to be responsible for, or to assist a superior in, the requisition, inventory, distribution and control of tools, equipment, material and supplies; to act as an expediting officer with vendors; and to assign and supervise the work of subordinates and/or institutional inmates engaged in such activities; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior with some latitude for independent judgement; work is reviewed in process and upon completion for results obtained and conformance to law, policy, rules and regulations.

SUPERVISION EXERCISED: Assigns tasks to subordinates, as well as, inmates in some detail and inspects work performed while in process and upon completion.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Adult Correctional Institutions, to be responsible for, or to assist a superior in, the requisition, inventory, distribution and control of tools, equipment, material and supplies; and to assign and supervise the work of subordinates and/or institutional inmates engaged in such activities.

To check on delayed orders and expedite delivery.

To select the methods and location for storing goods and supplies.

To maintain, or assist in maintaining, a perpetual inventory of all tools, equipment, material and supplies located in a central warehouse or scattered at various locations throughout the state.

To maintain a schedule of delivery service for distribution of goods.

To prepare requisitions and check incoming supplies against invoices and bills of lading.

To assist in preparing specifications purchase of equipment, tools and supplies.

To maintain, or assist in the maintenance of, performance and durability records for all tools, supplies and equipment for use in reordering or changing brand and/or trade names.

To prepare, or assist in the preparation of, detailed reports of the Unit.

To assemble and package materials and supplies for distribution.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the accepted methods of requisitioning, receiving, storing, disbursing and accounting for equipment and supplies; a working knowledge of general office procedures; the ability to keep records and assist in preparing of detailed reports; the ability to assist in preparing specifications for materials and equipment; the ability to audit stock accounts; the ability to assign and supervise the work of subordinates and inmate workers; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a position which involves some responsibility for the receiving, storing, inventorying and distribution of goods, supplies or equipment.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 13, 1983

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