

**CLASS TITLE: SCREENING OFFICER**

**Class Code: 02670100**  
**Pay Grade: 23A**  
**EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for locating, acquiring and disbursing federal surplus property to eligible Rhode Island recipients; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Federal Surplus Property Officer from whom work assignments are received with latitude for the exercise of independent judgement in performing assigned duties; work is reviewed for conformance to instructions, rules and regulations.

**SUPERVISION EXERCISED:** Supervises and reviews the work of subordinates assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for locating, acquiring and disbursing federal surplus property to eligible Rhode Island recipients.

To inspect and acquire federal surplus property which may involve making out-of-state trips.

To communicate with public and private agencies to determine property needs and to ascertain the availability and allocation of such property.

To be responsible for the custody and storage of any acquired surplus federal government property.

To inform representatives of public and private agencies of the availability of surplus federal government property; to advise interested agencies on procedures to follow in order to acquire such property.

To prepare and maintain all pertinent forms and records.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the accepted methods of locating, requisitioning, receiving, storing, disbursing and accounting for various property, equipment and supplies; the ability to recognize potential uses for surplus property whether in its original state or in a substitutive format; a working knowledge of governmental purchasing practices; the ability to keep records and assist in the preparation of detailed reports; the ability to establish and maintain effective working relationships with donors and donees; 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 locating, receiving, storing, inventorying and/or distributing 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: December 4, 1977

Editorial Review: 3/15/03