

POSITION TITLE: Property Specialist

QUALIFICATIONS: High school education and a minimum of two year experience in a central receiving environment as a property manager or receiving associate, assistant or clerk is required. Some general knowledge of fixed assets control methods, procedures and accountability. General knowledge of bookkeeping terminology and methods; general knowledge of standard office procedures; ability to maintain financial and fixed assets records and to prepare accurate and timely reports; ability to make mathematic computations quickly and accurately; ability to establish and maintain effective working relationships with associates. Must have a minimum of one year of experience using a personal computer to process stock and enter documentation into an automated inventory control system. Experience with the preparation and delivery of equipment and property through a central receiving activity is required. Must have at least two years of experience operating different types of material handling equipment. Material handling certification is preferred. Must have some knowledge of proper tagging and inventory practices and the ability to count and inspect a variety of assets accurately and thoroughly. Must have the ability to work with minimum supervision and occasionally independently. Good oral and written communications, customer service, and public relations skills are required. Valid Virginia Operator's License is required. Must be able to lift 50 lbs. periodically, carry stock weighing 20 lbs. frequently, stand and walk for extended periods of time.

PERFORMANCE EXPECTATIONS: Processes all incoming stock and enters receiving documentation into an automated inventory control system. Coordinates and takes action to resolve shipping discrepancies with shippers, vendors and purchasing officers. Selects, packages, and stages equipment and stock for delivery to the schools and departments. Enters requisition data into the automated inventory management system and uses various tables to perform receiving tasks. Operates materials handling equipment including hand truck, pallet jack, riding jack and forklift. Prepares and delivers items delivered to Central Receiving. Assists in the accountability of all new equipment received or transferred by tagging and entry into the automated inventory control system and fixed asset accounting system. Investigates all problems pertaining to Central Receiving and fixed assets. Performs other related tasks as required. Assists in the delivery, receiving, storing and disposing of surplus property from schools and central offices. Conduct annual physical inventory. Drives a medium weight single axle chassis trucks. Performs other job related duties.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs responsible semiskilled work in preparing stock and equipment for delivery to the schools and departments and making delivery; does related work as required. Work is performed under minimum or no supervision. This is medium work requiring the exertion of 50 pounds of force occasionally, up to 30 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and repetitive motions; hearing is required to perceive information at normal spoken word levels; visual acuity is required use of measuring devices, operation of machines, and determining the accuracy and thoroughness of work; the worker is subject to extreme heat, noise, hazards, and atmospheric conditions. Visual acuity is required for depth perception, color perception, preparing and analyzing written or

computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; the worker is subject to inside environmental conditions, and atmospheric conditions.

REPORTS TO: Supervisor Property Management

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 112

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Non-exempt