

**SCHOOL DISTRICT OF BRADFORD COUNTY****JOB DESCRIPTION****PROPERTY WAREHOUSE INVENTORY CLERK****QUALIFICATIONS:**

- (1) High School diploma or equivalent.
- (2) Experience in handling Property Control Records and Warehouse.
- (3) Must obtain and maintain a valid Class D Florida Drivers License, and maintain a safe driving record.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the following: The Florida Statutes, The State Board of Education Regulations, Financial and Program Cost Accounting, and Reporting for Florida Schools and Bradford County School Board. Experience in local school and district level inventory procedures. Knowledge of data processing procedures and programs. Skills in human relations.

**REPORTS TO:**

Supervisor of Transportation, Risk Management and Warehouse

**SUPERVISE:**

Warehouse Personnel

**JOB GOAL**

To maintain Property Record Inventory for the District.

**PERFORMANCE RESPONSIBILITIES:**

- (1) Maintain a master control ledger on all school board tangible personal property.
- (2) Assure that all property is tagged upon receipt and entered into inventory by Property Managers at respective schools.
- (3) Coordinate transfer of property from location to location and delete unusable property when necessary.
- (4) Reconcile property records and submit a monthly Property Report to the Board.
- (5) Instruct and assist School Property managers in maintaining their property records.
- (6) Conduct annual on-site inventory audits at schools and balance sheets each fiscal year as required.
- (7) Coordinate activities for disposition of surplus property.
- (8) Conduct needs assessments for furniture acquisition-new and/or replacement.
- (9) Coordinate the surplus/reissue warehouse for movement from, to, between cost centers.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.



**PROPERTY RECORDS CLERK(Continued)**

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 5**