



NEW: Submitted:  
12/21/2024 12/17/2024

JOB TITLE:	TECHNICIAN PROPERTY RECORDS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8072
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Coordinates equipment inventory, identification, marking, and auditing. Produces, updates, and audits completed inventories for the school system, and forwards to management information services for processing.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Gathers sufficient information to accurately and completely inventory a local school, system-wide service office location or program and accurately records and audits the information on the proper forms including state paid vocational inventory

Ensures, at the time of inventory, that all equipment is identified with proper stencil and etching information

Submits completed inventory forms to management information services for processing and edits computer reports for accuracy

Communicates the proper inventory procedures to various personnel in the local schools, system-wide service office locations, and various programs

Works with the various system-wide service office personnel responsible for handling of furniture and equipment to effectively audit and update all inventories

Audits various cost centers, system-wide service offices and special programs to verify accuracy of their inventory reports

Works with supervisor in analyzing the work of the unit and updating inventory procedures when necessary

Assists supervisor in maintaining the record of work accomplished by the unit and preparing necessary statistical and special reports

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

#### PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching.? The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek).? Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).?

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Demonstrated ability to perform accurate inventory and auditing functions, prepare reports, and maintain appropriate records
Demonstrated ability to supervise personnel and to work with individuals and diverse groups
Possesses a working knowledge of equipment and furniture used in the school system
Knowledge of computerized inventory systems and procedures
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of computerized inventory systems and procedures
Knowledge of BICS procedures and coding systems
Ability to communicate procedural requirements with MIS programming staff
Experience in a diverse workplace